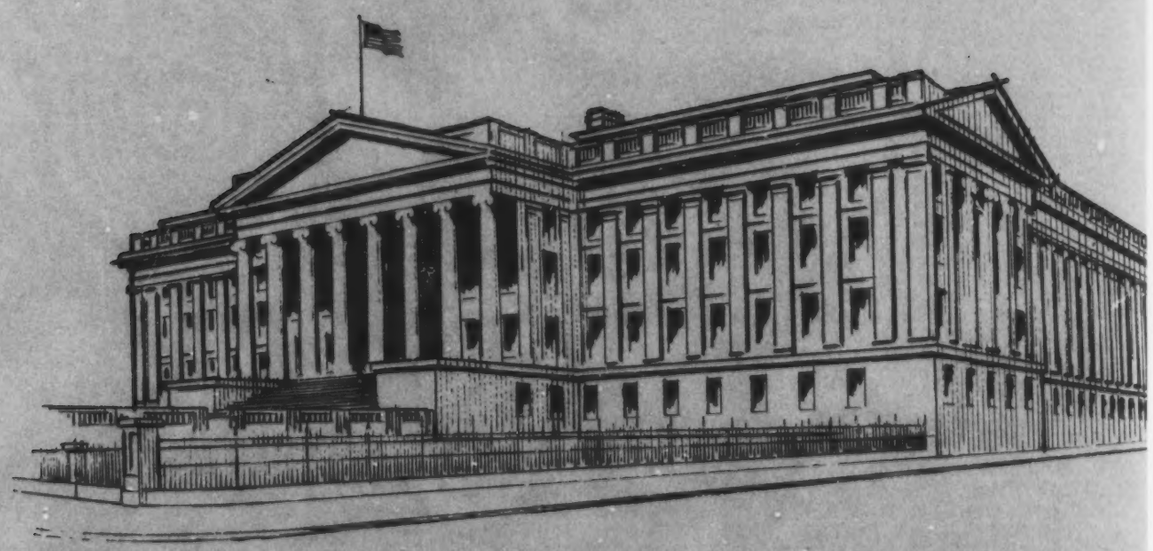
P 94

TD P 70-06. H

Procurement Reports Handbook



Department of the Treasury

October 1985

T 1.10/2:

P 94

TD P 70-06.H

NEWARK PUBLIC LIBRARY

FEB 19 1986

U. S. GOVT. PUBS.
DEPOSITORY 329

DEPARTMENT OF THE TREASURY

PROCUREMENT REPORTS

HANDBOOK

October, 1985
Office of Procurement (AMK)

T 1.10/2:

TABLE OF CONTENTS

	Page
FOREWORD	i
PART 1 - Individual Contract Action Report (Over $10,000)	
1-1 General	1-1
1-2 Instructions	1-2 thru 1-30
Color Legend	1-31
Exhibit 1 - Contract or Open Market Purchase Order - Pre-CICA	1-32
Exhibit 2 - Contract or Open Market Purchase Order - Post-CICA	1-33
Exhibit 3 - Delivery Order Against a Treasury Contract (including the Office of the Secretary or any other bureau contract)	1-34
Exhibit 4 - Delivery Order Against Another Agency's Contract (including GSA, DLA, etc.)	1-35
Part 2 - Summary of Contract Actions of $10,000 or Less	
2-1 General	2-1
2-2 Instructions	2-2 thru 2-4
Exhibit 1 - FPDS - Summary of Contract Actions of $10,000 or Less (Rev. 10-82)	2-5
Part 3 - Minority Business Development Program	
3-1 General	3-1
3-2 Instructions	3-1
Exhibit 1 - Minority Business Development Program (E.O. 12432) MBDA-91 Report Form	3-2 thru 3-7

Part 4 - Letter Report of Total Procurement of Supplies and Equipment

4-1 General ---------- 4-1
4-2 Instructions ---------- 4-1, 4-2

Exhibit 1 - Letter Report of Total Procurement of Supplies and Equipment Format - 4-3

Part 5 - Individual Contract Report for Contracts Exceeding $175,000 for the Purchase of Supplies and Equipment

5-1 General ---------- 5-1
5-2 Instructions ---------- 5-1 thru 5-4

Exhibit 1 - Individual Contract Report for Contracts Exceeding $175,000 Form 5-5

Part 6 - Davis Bacon and Related Acts and the Contract Work Hours Standards Act

6-1 General ---------- 6-1
6-2 Instructions ---------- 6-1, 6-2

Exhibit 1 - Davis Bacon And Related Contract Work Hours Standards Act Format -- 6-3

Part 7 - Advanced Major Acquisition Plan

7-1 General ---------- 7-1
7-2 Instructions ---------- 7-1 thru 7-3

Part 8 - Competition Advocate Report

Reserved

Part 9 - Subcontracting Report

Reserved

FOREWORD

The purpose of this handbook is to provide a composite set of instructions for reporting procurement data. It is designed as a digest for on-the-job use by procurement personnel involved in capturing and reporting procurement data to the Department.

Specific information concerning the preparation of each required report is included as well as some general policies and procedures which are fundamental to all reports required by law, order, or departmental directive.

This handbook is a "how to" guide and should not be used as a basic source of policy. Users should always refer to the most current regulations and/or directives.

READEX FICHE best copy available

PART 1

FEDERAL PROCUREMENT DATA SYSTEM

STANDARD FORM 279
Individual Contract Action Report (Over $25,000)

Part 1-1 - General

In accordance with the implementation of P.L. 98-191, the Federal Acquisition Regulation at Subpart 4.601 and Treasury Acquisition/Procurement Regulation (TAPR), Directive 70-06 at Part 1004, a Standard Form 279 is required for each individual procurement action shown below:

(1) Contracts of a definitive dollar amount and contracts that are requirements types, indefinite delivery types or any other unfunded type under which funded delivery orders will be issued.

(2) Funded and unfunded modifications to contracts.

(3) Department-wide contracts that are awarded and administered by the awarding bureau shall be entered into the FPDS system by that bureau. Each bureau writing a delivery order or modification against a Department-wide contract shall complete a separate SF 279 report for each delivery order or modification issued against that contract that exceeds $1,000.

Bureau field procurement offices shall forward copies of the completed report form within FOUR WORKDAYS after date of action to their respective headquarters' procurement offices (unless the field procurement office enters the data directly into the Office of the Secretary Computer Center, in which case they should revert to instructions given to headquarters offices, below). The headquarters procurement offices shall review each submission for completeness and accuracy and then, within 10 calendar days, input the data for field office transactions, as well as for headquarters transactions, into the Department of the Treasury's Procurement Data System, which resides in the Office of the Secretary Computer Center.

Final consolidation by the Department and submission to the Federal Procurement Data Center will be no later than 45 calendar days after the end of the quarter.

Part 1-2 - Instructions

Detailed instructions on the preparation of the SF 279 and exhibits follow:

1. REPORTING AGENCY

(FPDS Organization Designation Code Manual)

D	Y	A	A
1	2	3	4

Reporting Agency -- Enter the appropriate 4-position agency and sub-agency identification code from the list below:

Department of the Treasury = Agency = DY

Bureau Title = Sub-agency as listed:

Code	Sub-agency
DYAA	Office of the Secretary
DYAT	Bureau of Alcohol, Tobacco and Firearms
DYCC	Office of the Comptroller of the Currency
DYCS	United States Customs Service
DYEP	Bureau of Engraving and Printing
DYGF	Financial Management Services
DYRS	Internal Revenue Service
DYLE	Federal Law Enforcement Training Center
DYMT	United States Mint
DYPD	Bureau of the Public Debt
DYSB	United States Savings Bonds Division
DYSS	United States Secret Service

1a. NAME OF REPORTING AGENCY

1a. NAME OF REPORTING AGENCY
Office of the Secretary

Name of Reporting Agency -- Enter the name of the bureau reporting the Standard Form 279.

---

2. CONTRACT NUMBER
(Left justified)

T	O	S	8	3	2	4								
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Contract Number -- The contract number may have any alpha-numeric entry starting from the left, e.g. contract TOS 83 24.

--Do not insert hyphens or spaces between entries.

--Leave all unused spaces blank

---

3. MODIFICATION NUMBER

1	2		
20	21	22	23

Modification Number - Entry should start at the far left and continue. Unused spaces should be left blank.

-- If a modification number is used, then item number 14 "Kind of Contract Action" must be coded a number 5.

-- The numeric zero, if applicable, should be distinguished by inserting a slash through the circle. Correct: Ø

---

4. CONTRACTING OFFICE ORDER NUMBER

O	S	8	3	3	Ø	2	2								
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	

Contracting Office Order Number - The contract office delivery order number may have any alpha-numeric entry. The delivery order number should be entered, beginning at the far left (character code 24), and continuing. All unused spaces should be left blank. No dashes, periods, or commas should be inserted. The numeric zero should be distinguished by inserting a slash through the circle. Example: Incorrect OS-83-3022; Correct OS833Ø22

---

5. PURCHASING OR CONTRACTING OFFICE

Code					5a. NAME
A	A	Ø	Ø	1	Office of Procurement Services
39	40	41	42	43	1500 Penn. Ave., N.W. Washington, DC 20220

Purchasing or Contracting Office - Enter the appropriate 5 position (blocks 30-43) procurement office code as listed below which designates your procurement office:

Office of the Secretary	AA ØØ1
Comptroller of the Currency	CC ØØ1
Bureau of Engraving and Printing	EP ØØ1
Federal Law Enforcement Training Center	LE ØØ1
U.S. Savings Bonds Division	SB ØØ1
U.S. Secret Service	SS ØØ1

Bureau of Alcohol, Tobacco and Firearms

National Office	AT ØØ1
Central Region (Cincinnati)	AT 419 - CLOSED
Mid-Atlantic Region (Philadelphia)	AT 8Ø1 - CLOSED
Midwest Region (Chicago)	AT 3Ø1 - CLOSED
North Atlantic Region (New York)	AT 6Ø1 - CLOSED
Southeast Region (Atlanta)	AT 1Ø2 - CLOSED
Southwest Region (Dallas)	AT 5Ø1 - CLOSED
Western Region (San Francisco)	AT 964 - CLOSED

U.S. Customs Service

National Office	CS ØØ1
Region I (Boston)	CS 61Ø - CLOSED
Region II (New York)	CS 6Ø1 - CLOSED
Region III (Baltimore)	CS 849 - CLOSED
Region IV (Miami)	CS 193 - CLOSED
Region V (New Orleans)	CS 531 - CLOSED
Region VI (Houston)	CS 993 - CLOSED
Region VII (Los Angeles)	CS 959 - CLOSED
Region VIII (San Francisco)	CS 964 - CLOSED
Region IX (Chicago)	CS 3Ø1 - CLOSED
Indianapolis	CS 422

Financial Management Service

National Office	GF ØØ1
Austin Disbursing Center	GF 528
Birmingham Disbursing Center	GF 1Ø3
Chicago Disbursing Center	GF 315
Denver Disbursing Center	GF 541
Kansas City Disbursing Center	GF 549
Philadelphia Disbursing Center	GF 852
San Francisco Disbursing Center	GF 964
Washington Disbursing Center	GF ØØ2
Regional Disbursing Office (Anchorage)	GF 966 - CLOSED
Regional Disbursing Office (Honolulu)	GF 958 - CLOSED
Regional Disbursing Office (Manila)	GF 999 - CLOSED

United States Mint

National Office	MT ØØ1
San Francisco Old Mint	MT 9Ø1 - CLOSED
San Francisco Assay Office	MT 9Ø2
New York Assay Office	MT 6Ø1 - CLOSED
Denver Mint	MT 541
Philadelphia Mint	MT 8Ø1
West Point Depository	MT 693

Bureau of the Public Debt

National Office	PD ØØ1
Parkersburg	PD 424

Internal Revenue Service

National Office

Contracts and Procurement Office	RS 001
National Computer Center	RS 002
Publishing Services Branch	RS 003
Detroit Data Center	RS 790

Central Region

Regional Headquarters (Cincinnati)	RS 401 - CLOSED
Detroit District	RS 416
Cincinnati District	RS 419 - CLOSED
Cleveland District	RS 420
Indianapolis District	RS 422
Louisville District	RS 423
Parkersburg District	RS 424
Central Service Center (Covington, KY)	RS 491

Midwest Region

Regional Headquarters (Chicago)	RS 301
Chicago District	RS 315 - CLOSED
Milwaukee District	RS 317
Springfield District	RS 318
Aberdeen District	RS 339 - STREAMLINED DISTRICT
Des Moines District	RS 342
Fargo District	RS 343 - STREAMLINED DISTRICT
Omaha District	RS 345
St. Louis District	RS 346
St. Paul District	RS 347
Midwest Service Center (Kansas City, MO)	RS 391

Mid-Atlantic Region

Regional Headquarters (Philadelphia)	RS 801
Richmond District	RS 825
Baltimore District	RS 849
Newark District	RS 851
Philadelphia District	RS 852
Pittsburgh District	RS 853
Wilmington District	RS 855
Mid-Atlantic Service Center (Philadelphia, PA)	RS 891

North-Atlantic Region

Regional Headquarters (New York City)	RS 601
Augusta District	RS 609 - STREAMLINED DISTRICT
Boston District	RS 610
Burlington District	RS 611 - STREAMLINED DISTRICT
Hartford District	RS 612
Portsmouth District	RS 613
Providence District	RS 614 - STREAMLINED DISTRICT
Albany District	RS 633
Brooklyn District	RS 634
Buffalo District	RS 635
Manhattan District	RS 667
North-Atlantic Service Center (Andover, MA)	RS 691
Brookhaven Service Center (New York State)	RS 692

Southeast Region

Regional Headquarters (Atlanta)	RS 101 - CLOSED
Atlanta District	RS 102 - CLOSED
Birmingham District	RS 103
Columbia District	RS 104
Greensboro District	RS 105
Jackson District	RS 106
Jacksonville District	RS 107
Nashville District	RS 108
Southeast Service Center (Chamblee, GA)	RS 191
Memphis Service Center (Memphis, TN)	RS 192

Southwest Region

Regional Headquarters (Dallas)	RS 501
Albuquerque District	RS 527
Austin District	RS 528
Dallas District	RS 529
Little Rock District	RS 530
New Orleans District	RS 531
Oklahoma City District	RS 532
Cheyenne District	RS 540 - STREAMLINED DISTRICT
Denver District	RS 541
Houston District	RS 542
Wichita District	RS 548
Southwest Service Center (Austin, TX)	RS 591

Western Region

Regional Headquarters (San Francisco)	RS 901
Boise District	RS 956 - STREAMLINED DISTRICT
Helena District	RS 957 - STREAMLINED DISTRICT
Honolulu District	RS 958
Los Angeles District	RS 959
Phoenix District	RS 960
Portland District	RS 961
Reno District	RS 962
Salt Lake City District	RS 963 - STREAMLINED DISTRICT
San Francisco District	RS 964 - CLOSED
Seattle District	RS 965
Anchorage District	RS 966
Laguna Niguel District	RS 967
Sacramento District	RS 968
San Jose District	RS 969
Ogden Service Center (Utah)	RS 991
Fresno Service Center (California)	RS 992

---

6. DATE OF THIS ACTION

CY		Mo.	
8	3	0	3
44	45	46	47

Date of this action - This date indicates the date a mutually binding agreement was reached, not the day the SF-279 is being reported.

-- In the case of letter contracts, the date when the signed copy is received from the contractor should be used.

-- Contracts awarded in one fiscal year and not effective until the next fiscal year due to funds availability or some other reason, the date shall be the date of the fund availability.

---

7. TYPE OF DATA ENTRY

—	0 = Original
0	1 = Reversing/Delete
48	2 = Correcting/Change

Items Being Changed:

_____ _____

_____ _____

Type of data entry --

0 = Original -- The first time the information is being reported.

1 = Reversing/Deletion -- This should be done when you are deleting a previously submitted SF-279.

All entries (data) should be exactly as in the original report except Item 8 (enter the correct reporting period), and Items 11 and 11a. If the original entry reported an obligation in items 11 and 11a, the reversing entry shall be a deobligation. Example: original obligation, $45,000; reversing obligation, -$45,000.

2 = Correcting/Change Entry - After preparing an SF-279, and reversing all entries (code 1) a correcting entry code 2 should be made to re-enter the correct data.

---

8. REPORT PERIOD

FY		Qtr
49	50	51

Report Period - Do not enter any data in this item - the computer will insert the correct reporting period automatically.

---

9. D-U-N-S CONTRACTOR ESTABLISHMENT CODE

0	0	9	0	1	7	2	9	4
52	53	54	55	56	57	58	59	60

9a. ESTABLISHMENT AND COMPLETE ADDRESS
Contractor Name:
Division Name:
Street Address:
City & State or Country

DUNS Contractor Establishment Code = the Dun and Bradstreet Universal Numbering System. This number should be used for the Contractor Establishment Code.

-- If the contractor does not have a DUNS number, if the contractor does not know the DUNS number, or if there is a question whether the DUNS number is correct, refer to your DUNS manual or ask your supervisor for assistance. These numbers are checked by the computer and if they are incorrect they will show up as an error. All delivery orders under that contract will also show up as an error.

-- If, after checking with all inside sources of information, you still can not determine a DUNS number, your office may contact the Federal Procurement Data Center's contractor at (215) 776-4388 or FTS 8-346-4388 for assignment of a DUNS number. The following information will be needed in order for the Data Center to provide a number:

a. Name of requesting office.
b. Purchasing office address.
c. Purchasing office's area code and telephone number.
d. Name of individual making request.
e. Quantity of DUNS numbers requested.
f. Name and address(es) (including zip code) of contractor(s).

-- For contracts awarded to the Small Business Administration under Section 8(a) of the Small Business Act, enter next to "Contractor Name" the name of the subcontractor that is to perform the contract, and next to "Division Name" the "Small Business Administration." Enter the address of the subcontractor performing the service.

The Small Business Administration is the prime contractor; the subcontractor is the party that will be performing the requirements of the prime contractor.

---

10. PRINCIPAL PLACE OF PERFORMANCE

Principal Place of Performance
- state or U.S. outlying area or country - FIPS 5 or NBS LC 1067
- city or place in 50 states only - FIPS 55

State	City	10a. Name of Principal Place of Performance
61 62	63 64 65 66 67	

-- Enter the code for principal place of performance corresponding to the entry in Item 10a.

-- For the 50 States, enter in positions 61 and 62 the 2-digit numeric code found in FIPS Publication 5-1 (also see listing below). This publication is available from the National Bureau of Standards, (NBS) at (301) 921-3157.

-- For other than the 50 States, enter in positions 61 and 62 the 2-digit alphabetic code found in FIPS Publication 104, also available from NBS (also see listing below).

-- For city, county, or locality in the 50 States enter in positions 63-67 the 5-digit code found in FIPS Publication 55.

-- If the city, county or locality is not listed in the FIPS Publication 55, find the nearest county (or equivalent) in FIPS Publication 6-2. Enter 2 asterisks (**).

Example =

State		City				
2	9	*	*	1	2	3
61	62	63	64	65	66	67

STATES

Alabama	01
Alaska	02
Arizona	04
Arkansas	05
California	06
Colorado	08
Connecticut	09
Delaware	10
District of Columbia (DC)	11
Florida	12
Georgia	13
Hawaii	15
Idaho	16
Illinois	17
Indiana	18
Iowa	19
Kansas	20
Kentucky	21
Louisiana	22
Maine	23
Maryland	24
Massachusetts	25
Michigan	26
Minnesota	27
Mississippi	28
Missouri	29
Montana	30
Nebraska	31
Nevada	32
New Hampshire	33
New Jersey	34
New Mexico	35
New York	36
North Carolina	37
North Dakota	38
Ohio	39
Oklahoma	40
Oregon	41
Pennsylvania	42
Rhode Island	44
South Carolina	45
South Dakota	46
Tennessee	47
Texas	48
Utah	49
Vermont	50
Virginia	51
Washington	53
West Virginia	54
Wisconsin	55
Wyoming	56

TERRITORIES/POSSESSIONS

Canal Zone	PZ
Guam	GU
Puerto Rico	PR
Virgin Islands	VI

FOREIGN COUNTRIES

Canada	CA
Belgium	BE
England, United Kingdom	GB
France	FR
Germany, Federal Republic	DE
Italy	IT
Japan	JP
Mexico	MX
Netherlands	NL
Phillipines	RP
Saudi Arabia	SA
Switzerland	CH

11. TOTAL DOLLARS OBLIGATED OR DEOBLIGATED

(Round to nearest thousands for report to automated system)

(use lead zeros)										
0	0	0	0	0	0	4	5,	0	0	0
68	69	70	71	72	73	74	75	///	///	///

-- Report total dollars obligated (code 1) or deobligated (code 2) preceded by zeros.

-- If award is an unfunded contract [indefinite delivery type contract or basic ordering agreement (BOA)] leave blank.

-- The BOA must be entered in the computer system prior to any orders placed against that contract number. Be sure all information on the BOA is correct, otherwise all orders will show up on the error listing, along with the original contract, compounding the errors.

11a. TYPE OF OBLIGATION

1

1 = Obligated
2 = Deobligated
* = Initial load of BOA type contract (no dollars)

-- Code 1 = Obligated = Amount of money obligated in that fiscal year by that contract and/or delivery order.

-- Code 2 = Deobligated = Amount of money subtracted (deobligated) in that fiscal year under that contract or delivery order.

-- * = No Code = Insert an asterisk. No funds should be placed in Item 11. This code is used to put into the record your initial load of a Basic Ordering Agreement (BOA) or indefinite delivery type contract to be used in the future to write delivery orders under.

---

12. SUBJECT TO STATUTORY REQUIREMENTS

76

A. Walsh-Healey Act, Manufacturer
B. Walsh-Healey Act, Regular Dealer
C. Service Contract Act
D. Davis-Bacon Act
E. Not subject to Walsh-Healey, Service Contract, or Davis Bacon Act

-- Subject to statutory requirements. Enter the appropriate code below, based on majority of dollars involved.

Code A -- Subject to Walsh-Healey Act -- Manufacturer.
Code B -- Subject to Walsh-Healey Act -- Regular Dealer.
Code C -- Service Contract Act.
Code D -- Davis Bacon Act.
Code E -- Not subject to A, B, C, or D above.

-- Walsh-Healey Public Contracts Act - (FAR 22.6) applies to contracts for the manufacture or furnishing of materials, supplies, articles and equipment exceeding $10,000.

-- Davis Bacon Act - (See TAPR 1004.670) applies to construction contracts over $2,000.

-- Service Contract Act - (applies to service contracts over $2,500 for which a Wage Determination has been received from the Department of Labor).

-- Check with your supervisor if you are not sure which code to include in this position.

---

13. CICA APPLICABILITY

[ ]	1. Pre-CICA	[NOTE: If Item 14 is coded a 4, 6 or 7
[ ]	2. Post CICA	DO NOT complete Items 13 or 13a]
[77]		

Code 1 - Pre-CICA -

Pre-CICA is defined as a new procurement action resulting from a solicitation issued prior to April 1, 1985, irrespective of the award date. Modifications within the original scope of work of such awards are to be reported as pre-CICA; modifications outside the scope of work are to be reported by the appropriate code in accordance with the date of solicitation of the modification.

Be sure to leave Items 13a, 25, 25a, and 25b blank when entering Code 1.

Code 2 - Post CICA -

Post-CICA is defined as a procurement action resulting from a solicitation issued on or after April 1, 1985.

Be sure to leave Items 19, 20, and 21 blank when entering Code 2.

13a. NUMBER OF OFFERS RECEIVED

[ ]	1. One
[ ]	2. More than one
[78]	

This Item must be completed if Item 13 is coded 2. This item concerns how many offers were received, not how many were determined to be in the competitive range.

Code 1 -- One

Enter when applicable.

Code 2 -- More than one.

Enter when applicable.

NOTE: This information is used for reporting to Congress those contracts which were solicited by full and open competition or other methods but only one offer was received. Leave Item 20 (as well as Items 19 and 21) blank after completing this Item.

---

14. Kind of Contract Action

	1. Initial Letter Contract
	2. Definitive Contract Superseding Letter Contract
79	3. New Definitive Contract
	4. Order Under Reporting Agency's Contract
	5. Modification
	6. GSA Federal Supply Schedule
	7. Order under another Agency's Contract
	8. Termination for Default
	9. Termination for Convenience

Code 1 -- Initial Letter Contract - Enter when a Letter Contract is issued. There can be no delivery order in Item 4 or modification in Item 3. Item No. 2 should be filled in. Be sure to leave Items 19, 20, and 21 blank when entering Code 2.

[See Exhibit 1 - Pre-CICA or Exhibit 2 - Post-CICA]

Code 2 -- Definitive Contract Superseding Letter Contract - Nin" No. 2 should be filled in and be the same as the initial Letter Contract number. Be sure to leave Items 19, 20, and 21 blank when entering Code 2.

[See Exhibit 1 - Pre-CICA or Exhibit 2 - Post-CICA]

Code 3 -- New Definitive Contract -

Enter when the first binding document is the instrument containing all the terms and conditions of the agreement. Item number 2 should also be filled in.

[See Exhibit 1 - Pre-CICA or Exhibit 2 - Post-CICA]

Code 4 -- Order Under Reporting Agency's Contract -

Enter when reporting a firm obligation (order) under a contract or agreement placed by the reporting agency (any Treasury bureau or Office of the Secretary). (Orders placed under GSA Federal Supply Schedule or Automated Data Processing contracts shall be reported as code 6.) Item numbers 2 and 4 should also be filled in.

[See Exhibit 3]

Code 5 -- Modification -

Enter when reporting a modification of an existing letter contract, definitive contract, or order, that obligates or deobligates funds. If this is coded, Item number 3 has to be filled in.

[See Exhibit corresponding to original action. NOTE: See Page 1-13 for more details.]

Code 6 -- GSA Federal Supply Schedule -

Enter when reporting an order under a GSA Federal Supply Schedule (including Automatic Data Processing Schedule) contract.

[See Exhibit 4]

Code 7 -- Order under another agency's contract -

Enter when reporting an order under another agency's contracts. Do not include orders covered by code 6 above or contracts placed with the Small Business Administration pursuant to Public Law 85-536, Section 8(a). Orders against Treasury contracts cannot be included in this code.

[See Exhibit 4]

Code 8 -- Termination for default -

Enter when applicable.

[See Exhibit corresponding to latest action.]

Code 9 -- Termination for convenience -

Enter when applicable.

[See Exhibit corresponding to latest action.]

---

15. MULTI-YEAR CONTRACT

	Code 1 -- Yes Code 2 -- No
80	

Multi-year contract means a technique of awarding a contract for the acquisition of a recurring annual requirement for a product or service for more than one year, even though total funds are not available for obligation at contract award. When an award is made on a multi-year basis, funds can only be obligated for the first year quantity; succeeding contract quantities are funded annually thereafter.

NOTE: Contracts with option periods are not multi-year contracts (See FAR 17.1).

Enter in Item 11 the annual amount only. Each year, the order number will be in the system under the original contract number for that year's obligation.

Treasury does not currently award any multi-year contracts, so enter a 2 in this item.

---

16. LABOR SURPLUS AREA (LSA) PREFERENCE

	2.	Partial Labor Surplus Area Set-Aside Preference (DOD only)
	3.	Labor Surplus Area - Tie Bid Preference
	5.	Not a Labor Surplus Area Preference Award
81	6.	Combined Small Business Partial Labor Surplus Area Set-Aside (DOD only)
	7.	Total Labor Surplus Area/Small Business Set-Aside Preference (P.L. 95-89)
	8.	Total Labor Surplus Area Set-Aside Preference

Code 2 -- Partial labor surplus area set-aside preference (DOD only). (Treasury does not use this code).

Code 3 -- Labor surplus area -- tie bid preference.

Enter if award was made to a labor surplus area concern as a result of tie bid preference.

Code 5 -- Not a labor surplus area preference award.

Enter if labor surplus area preference was not involved in the award.

Code 6 -- Combined small business/partial labor surplus area set-aside (DOD only).

(Treasury does not use this code).

Code 7 -- Total labor surplus/small business set-aside preference.

Enter when reporting an award that was totally set-aside for labor surplus areas in combination with small business concerns in such areas (Preference 1, Section 502(e), P.L. 95-89).

Code 8 -- Total labor surplus set-aside preference.

Enter when reporting a total surplus area set-aside that has no business-size preference (Preference 4, Section 502(e), P.L. 95-89).

---

17. CONSULTANT-TYPE AWARD

	1 = Yes
	2 = No
82	Enter code for yes or no, as applicable.

"Consulting services" means services of a purely advisory nature relating to the governmental functions of agency administration and management and agency program management (see OMB Circular No. A-120 and TAPR 1037.2). Specifically excluded are the performance or supervision of agency operating functions, commercial and industrial products and services (see OMB Circular No. A-76), and the conduct of research (see the National Science Foundation Annual Survey of Federal Funds for Research, Development and Other Specific Activities).

---

18. PRINCIPAL PRODUCT OR SERVICE (FPDS PRODUCT/SERVICE CODE MANUAL)

Code				18a. DESCRIPTION
83	84	85	86	

Enter the appropriate 4-digit code for research and development, services, or supplies from the FPDS coding manual, Product and Service Codes. If more than one classification is applicable, enter the code that represents the largest dollar value. A service code (including R&D codes) must be entered if Item 12 is coded C. If Item 12 is coded D, position 83 must contain a service code entry of Y or Z to indicate construction.

(a) Research and Development (R&D): Enter the appropriate code from Section I, Part A, of Product and Service Codes, prepared by FPDC (copies available through the Departmental Office of Procurement or GSA).

(1) All contracts for research and development.

(2) Do not enter R & D codes for acquisition, rental, or lease of supplies or services purchased separately in support of R&D work. This is anything on which R&D work will be performed, such as associated test equipment, office equipment, and structural steel plates; or services such as construction, maintenance of facilities or equipment, utilities, ADP rentals, and guard services. Services or supplies incidental to to work but not requiring contractor R&D performance shall generally be coded in accordance with Section I, Parts B and C, of Product and Service Codes, even though R&D funds are used. Do not use R&D codes for orders under GSA Federal Supply Schedule contracts.

(b) Services: Enter the appropriate code from Section I, Part B, of Product and Service Codes.

(c) Supplies: Enter the appropriate code from Section I, Part C, of Product and Service Codes.

18a. DESCRIPTION

(a) Enter a brief description of the product or service. Specifically, the end use of the item and the model number where possible; e.g., Applications Technology Satellite, ATS-6. If the description is classified, enter only the word "Classified"; however, do not enter "Classified" if a code name, such as Minuteman, or a program number, such as WS-107A, can be used without classifying the report. Indicate rental or maintenance, if applicable.

(b) When reporting an increase or decrease in funds, specify the equipment or service in the same manner as that reported on the original report of the action.

---

19. METHOD OF CONTRACTING

	1. Two-step Formal Advertising
	2. Other Formal Advertising
87	3. Negotiated Competitive
	4. Negotiated Non-competitive
	5. Directed Contracts for Foreign Governments
	6. Tariff or Regulated Acquisition

Enter the applicable code from those listed below. Code modifying actions made under terms of an existing contract by using the same code as the basic contract. If reporting an action (including modifying action) made under Public Law 85-804, use code 4, below, for this entry. Code 1, 2, or 3 shall be used if Item 16 is coded 3. Code 3 shall be used if Item 16 is coded 7 or 8. If Item 13 is coded 2 (post-CICA), leave Item 19 blank.

Code 1 -- Two-step formal advertising.

Enter for new or modifying actions. (For actions pursuant to set-aside or restricted advertising, see codes 3 and 4 below.)

Code 2 -- Other formal advertising.

Enter for new or modification actions. (For actions pursuant to set-aside or restricted advertising, see codes 3 and 4 below.)

Code 3 -- Negotiated competitive.

Enter this code if offers were solicited and received from at least two responsible offerors capable of satisfying the Government's requirements wholly or partially, and the award was based on price, design, technical, or other competition. If Item 20, is coded A1, A2, A3, or A4, then block 19 should be coded 3.

Code 4 -- Negotiated noncompetitive.

Enter this code where there is no competition or where the work is a follow-on action.

(A follow-on contract is a new acquisition, whether by separate new contract or a modification outside the scope of the original contract, placed with a particular contractor to continue a specific program, where placement was necessitated by prior decisions. An example is one that by force of circumstances, had to be awarded to a contractor who was just completing a research and development contract in the same program. Other examples include contracts for support equipment, maintenance support equipment, maintenance support, technical representatives, or spare parts that have been awarded without competition to the contractor who furnished the original equipment. Follow-on contracts shall be reported as code 4, whether or not the selection of the contractor at the beginning of the program was on a competitive basis.)

Code 5 -- Directed contracts for foreign governments.

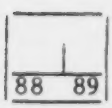
Enter if a foreign country or international organization is going to bear any part of the cost if over $10,000.

Code 6 -- Tariff or regulated industry acquisitions.

Enter this code if action involves a tariff or regulated industry acquisition when the supplier is sole source and service rates are fixed or adjusted by a Federal, state, or other public regulatory body.

---

20. EXTENT OF COMPETITION IN NEGOTIATION



COMPETITIVE

A1. Small Business Total Set-Aside
A2. Small Business Partial Set-Aside
A3. Labor Surplus Area Set-Aside
A4. Labor Surplus Area/Small Business Set-Aside
A9. Other Negotiated Competitive

NON-COMPETITIVE

B1. Buy Indian
B2. 8(a) Program
B3. Follow-on After Competition
B9. Other Negotiated Non-Competitive

-- If Item 13 is coded 2 (post-CICA), leave Item 20 blank.

-- If Item 19 is coded 1, 2, 5 or 6, leave Item 20 blank.

-- If Item 19 is coded 3, enter an A series code to indicate it is a competitively negotiated action.

-- If Item 19 is coded 4, enter a B series code to indicate it is a non-competitively negotiated action.

-- If both Item 16 and 19 are coded 3, enter A9 in Item 20.

-- If Nin" Item 16 is coded 2 or 8, enter code A3 in Item 20.

-- If Item 16 is coded 5, do not use A3 or A4 in Item 20.

-- If Item 16 is coded 6 or 7, enter A4.

Code A1 -- Small business total set-aside.

Enter if a total set-aside for small business (conventional negotiation or restricted advertising). Code A1 applies to Preference 2, Section 502(e), P.L. 95-89.

Code A2 -- Small business partial set-aside.

Enter if a partial set-aside for small business. Code A2 applies to Preference 3, Section 502(3), P.L. 95-89. (Separate reports are required for the set-aside and nonset-aside actions.)

Code A3 -- Labor surplus set-aside.

Enter if a total labor surplus set-aside (conventional negotiation or restricted advertising). Code A3 applies to Preference 4, Section 502(e), P.L. 95-89.

Code A4 -- Labor surplus/small business set-aside.

Enter if a total set-aside for small business is in a labor surplus area (conventional negotiation or restricted advertising). Code A4 applies to Preference 1, Section 502(e), P.L. 95-89.

Code A9 -- Other negotiated competitive.

Enter for actions entered into by Balance of Payments restricted advertising and all other negotiated competitions where codes A1 through A4 do not apply.

Code B1 -- Buy Indian.

(Treasury does not use this code.)

Code B2 -- 8(a) program.

Enter for actions with the Small Business Administration pursuant to P. L. 85-536, Section 8(a).

Code B3 -- Follow-on after competition.

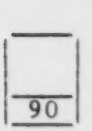
Enter for follow-on actions if selection of the contractor at the beginning of the program was based on competition (see Item 19, code 4).

Code B9 -- Other negotiated noncompetitive.

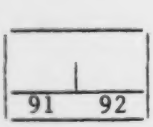
Enter when no other B code applies.

---

21. NEGOTIATION EXCEPTION AUTHORITY



A = 10 USC 2304 (a) (applies to DOD, USCG & NASA only)
C = 41 USC 252 (c) (applies to civilian agencies)



Ø1	Ø7	13	
Ø2	Ø8	14	
	Ø9	15	
Ø4	1Ø	16>	Applies
Ø5	11	17>	only to
Ø6	12		authority

-- If Item 13 is coded 1 (pre-CICA), enter appropriate codes in Item 21.

-- If Item 13 is coded 2 (post-CICA), leave Item 21 blank.

-- For a negotiated action, enter the three alphanumeric digits from the list on the form that correspond to the negotiation authority used in awarding the contract.

-- Leave blank if Item 19 is coded 1, 2, 5 or 6.

-- If action was pursuant to P.L. 85-804, "Extraordinary Contractual Relief," enter code C15.

-- If Item 16 is coded 8 enter CØ1 for Item 21.

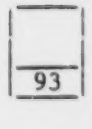
-- If Item 16 is coded 7 or Item 20 is coded A1 or A2, enter CØ1 or C15.

-- If Item 20 is coded A3 or A4, enter CØ1.

-- If Item 20 is coded B1 or B2, use C15.

---

22. TYPE OF CONTRACT OR MODIFICATION

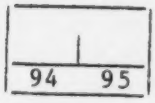


A. Fixed Price Redetermination
J. Firm Fixed Price
K. Fixed Price with Escalation
L. Fixed Price Incentive
R. Cost-Plus-Award Fee
S. Cost-No Fee
T. Cost Sharing
U. Cost-Plus-Fixed Fee
V. Cost-Plus-Incentive Fee
Y. Time and Materials
Z. Labor Hour

From the list on the form, select the appropriate letter code applicable to the type of contract. If the contract is a combination of types, the code choice shall be based on predominant dollars. However, if any such nonpredominant portion of a multicontract acquisition exceeds $500,000, use a separate SF 279 to report each such portion of the acquisition. Use code A for contracts that provide for either prospective or retroactive price redeterminations.

---

23. TYPE OF BUSINESS



A1. Small Business-Disadvantaged 8(a)
A2. Small Business-Owned by Minority Group
A3. Other Small Business or Individuals
B1. Large Minority Business
B2. Other Large Business
C1. Non-Profit-Private Educational Organization
C2. Non-Profit-Hospital
C3. Non-Profit-Research Institution, Foundation, Laboratory
C4. Other Non-Profit Institutions
D1. State/Local Government-Educational
D2. State/Local Government-Hospital
D3. State/Local Government-Research Organization
D4. Other State/Local
E1. Acquired and Used Outside U.S./Outlying Areas
E2. Acquired Outside U.S./Outlying Areas and Used Inside U.S./Outlying Areas

Enter the code that best describes the type of business to which the award was made.

-- If the item or service is acquired from a source outside the United States and its outlying areas, use code E1 or E2: otherwise use codes from series A, B, C, or D.

-- If Item 20 is coded A1 or A2, enter code A2 or A3.

-- If Item 20 is coded B2 or Item 25 is coded N, enter code A1.

-- If Item 21 is coded CØ6, enter code E1 or E2.

-- If Item 21 is coded CØ5, enter C1 or D1.

Small Business

Code A1 -- Small business-disadvantaged-8(a).

Enter for award to Small Business Administration pursuant to P.L. 85-536, Section 8(a).

Code A2 -- Small business-owned by minority group.

Enter if the reporting agency made the award directly to the minority concern, and not under Section 8(a) procedures.

Code A3 -- Other small business (including individuals). Enter when A1 or A2 does not apply.

Large Business

Code B1 -- Minority business.
Enter if applicable.

Code B2 -- Other large business.
Enter if code B1 does not apply.

Nonprofit and not-for-profit institutions

Code C1 -- Private educational organization.

Code C2 -- Hospital.

Code C3 -- Research institutions, foundations, and laboratories.

Code C4 -- Other nonprofit or not-for-profit institutions.
Enter the applicable code appropriate to the transaction.

State/local Government agency

Code D1 -- Educational institutions.

Code D2 -- Hospital.

Code D3 -- Research organizations.

Code D4 -- Other State/local.
Enter the applicable code appropriate to the transaction.

Outside U.S.

Code E1 -- Acquired from a source outside U.S. and its outlying areas and used outside same.

Code E2 -- Acquired from a source outside U.S. and its outlying areas and used inside the U.S.
Enter the applicable code appropriate to the transaction.

---

24. WOMAN-OWNED BUSINESS

	Ø = Exempt
	1 = Yes
96	2 = No
	3 = Not certified

Code Ø -- Exempt.
Enter if business is exempt from certification because it is publicly owned, a joint-stock association, or a business trust. Exempted businesses may voluntarily certify whether or not they are woman-owned.

Code 1 -- Yes.
Enter if woman-owned.

Code 2 -- No.
Enter if not woman-owned.

Code 3 -- Not certified.
Enter if contractor did not certify.

---

25. COMPETITIVE SOLICITATION PROCEDURES

	A.	Normal full & open competition	Not Applicable
	B.	Architect-Engineer	
	C.	Basic research proposal	M. Small purchase
97	D.	Multiple award schedule	N. 8(a)
	E.	Alternate source-Reduced cost	P. Other authorized by statute
	F.	Alternate source-Mobilization	
	G.	Alternate source-Eng/R&D capability	
	H.	Small business set-aside	
	J.	Labor surplus area set-aside	
	K.	LSA/small business set-aside	
	L.	Other than full & open competition	

Item 25 must be completed if Item 13 is coded 2 (post-CICA). If Item 13 is coded 1 (pre-CICA), leave Item 25 blank.

Report modifications within the scope of a contract the same as the basic contract.

Code A -- Normal Full and Open Competition

Enter when reporting an action entered into by soliciting on an unrestricted basis by sealed bidding, competitive proposals, or combination procedures (see FAR 6.102(a), (b) and (c)). Do not enter this code if the action resulted from any type of set-aside; enter the appropriate set-aside code.

Code B -- Architect - Engineer

Enter when reporting an A&E action, but do not enter this code if the action resulted from any type of set-aside; enter the appropriate set-aside code.

Code C -- Basic Research Proposal

Enter when applicable (see FAR 6.102(d)(2)), if a broad agency announcement has been made and all offerors capable of satisfying the Government's needs are allowed to participate.

Code D -- Multiple Award Schedule

Enter for orders placed under GSA multiple-award schedule contracts.

Code E -- Alternate Source - Reduced Cost

Enter this code for actions awarded under full and open competition after exclusion of sources as approved by the Assistant Secretary (Management) to maintain competition and long term cost savings (see FAR 6.202(a)(1)).

Code F -- Alternate Source - Mobilization

Enter this code for actions awarded under full and open competition after exclusion of sources as approved by the Assistant Secretary (Management) to maintain essential a facility for use in case of national emergency or mobilization (see FAR 6.202(a)(2)).

Code G -- Alternate Source - Eng/R&D Capability

Enter this code for actions awarded under full and open competition after exclusion of sources as approved by the Assistant Secretary (Management) to maintain essential engineering or R&D capability of a non-profit institution or federally funded R&D center (see FAR 6.202(a)(3)).

Code H -- Small Business Set-Aside

Enter this code for all actions set-aside for small business. This code shall be used in preference to Code B above.

Code J -- Labor Surplus Area Set-Aside

Enter this code for all actions set-aside for labor surplus area concerns. This code shall be used in preference to Code B above.

Code K -- LSA/Small Business Set-aside

Enter this code for all actions resulting from combined LSA/small business set-asides. This code shall be used in preference to Code B above.

Code L -- Other than Full & Open Competition

Enter if the action was solicited using other than full and open competition. Item 25a must also be completed.

Not Applicable Category (i.e. actions exempted from the competition requirements of CICA)

Code M -- Small Purchase

Enter when small purchase procedures were used (FAR Part 13). Do not enter this code for delivery orders, set-asides, or actions resulting from sealed bidding or negotiated procedures.

Code N -- 8(a)

Enter this code for 8(a) set-aside actions with the Small Business Administration. Use this code in preference to Code B. above.

Code P -- Other Authorized by Statute

Enter this code when the action is awarded under procedures expressly authorized by statute but not addressed in FAR Part 6. Do not enter this code for contracts with Federal Prison Industries, Blind and Other Severly Handicapped, Government Printing and Binding, or Utilities; for these actions, enter Code L in Item 25 above and Code M in Item 25.a. (See FAR 6.302-5).

25a. -- Authority For Other Than Full & Open Competition

	A. Unique Source
	B. Follow-on contract
	C. Unsolicited research proposal
98	D. Patent/Data rights
	E. Utilities
	F. Standardization
	G. Only one source - other
	H. Urgency
	J. Mobilization
	K. Essential R&D Capability
	L. International agreement
	M. Authorized by statute
	N. Authorized resale
	P. National security
	Q. Public Interest

This Item must only be completed if Item 25 is coded L. Codes A through G in Item 25a are for use when only one source was solicited.

Code A -- Unique Source

Enter this code when the action was awarded after soliciting only one source because of unique capabilities (see FAR 6.302-1(b)(1)).

Code B -- Follow-on Contract

Enter this code when the action was awarded after soliciting only one source because the work involves continued development or production of a major system or specialized equipment (see FAR 6.302-1(b)(2)).

Code C -- Unsolicited Research Proposal

Enter this code when the action was awarded after soliciting only one source because of the uniqueness of the unsolicited proposal (see FAR 6.302-1(b)(3)).

Code D -- Patent/Data Rights

Enter this code when the action was awarded after soliciting only one source because patent or data rights make the item available from only one source (see FAR 6.302-1(b)(4)).

Code E -- Utilities

Enter this code when the action was awarded after soliciting only one source because no other sources of utilities were available (see FAR 6.302-1(b)(5)).

Code F -- Standardization

Enter this code when the action was awarded after soliciting only one source because of the need to have standardized parts or units (see FAR 6.302-1(b)(6)). (see FAR 6.302-2).

Code G -- Only One Source - Other

Codes A through F are only examples of when other than full and open competition may be used. If another situation justified the use of other than full and open competition, then enter code G (see FAR 6.302-1(b)).

Code H -- Urgency

Enter this code when other than full and open competition was solicited because of unusual and compelling urgency (see FAR 6.302-2).

Code J -- Mobilization

Enter this code when other than full and open competition was solicited because of a need to maintain an industrial mobilization base (see FAR 6.302-3(a)(2)(i)).

Code K -- Essential R&D Capability

Enter this code when other than full and open competition was solicited because of the need to establish or maintain an essential engineering or R&D capability of a non-profit organization or federally funded R&D center (see FAR 6.302-3(a)(2)(ii)).

Code L -- International Agreement

Enter this code when other than full and open competition was solicited because of the terms of an international agreement (see FAR 6.302-4)).

Code M -- Authorized by Statute

Enter this code when other than full and open competition was solicited when a statute expressly authorizes/requires contracting through another agency or from a specified source, such as Federal Prison Industries, Agencies for the Blind or Other Severly Handicapped. (See FAR 6.302-5.)

Code N -- Authorized resale

Enter this code when other than full and open competition was solicited for purchase of brand-name commercial items for resale through commissaries or similar facilities (see FAR 6.302-5(a)(2)(ii)).

Code P -- National Security

Enter this code when other than full and open competition was solicited because of national security (see FAR 6.302-6).

Code Q -- Public Interest

Enter this code when other than full and open competition was solicited because of public interest concerns as authorized by the Assistant Secretary (Management) (see FAR 6.302-7).

25b. Method of Solicitation

	1. Sealed bid
	2. Competitive proposal
	3. Combination/compet.
	4. Other competitive
99	5. Noncompetitive

This Item must be completed if Item 13 is coded 2.

Code 1 -- Sealed Bid

Enter this code when sealed bidding (IFB) was used (but not Two-Step Sealed Bidding).

Code 2 -- Competitive Proposal

Enter this code when negotiated procedures were used (RFP). Do not use this code for A&E, basic research proposal, or multiple award schedule actions; enter code 4.

Code 3 -- Combination/Compet.

Enter this code when combination competitive procedures were used, such as Two-Step Sealed Bidding.

Code 4 -- Other Competitive

Enter this code for A&E, basic research proposals, or GSA multiple-award schedule actions (coded B, C, or D in Item 25), or bilateral contracts awarded after issuance of a request for quotations (SF-18).

Code 5 -- Noncompetitive

Enter this code when only one source was solicited, including 8(a) contracts. Do not enter this code if you solicited full and open competition after exclusion of sources but only one contractor was solicited (codes E, F, or G of Item 25). In these cases, if an RFP was issued, enter code 2 above; otherwise, enter code 4.

Note: This does not concern the existence of adequate price competition as defined at FAR 15.804-3(b).

---

26. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD

101	1 = Synopsized Prior to Award 2 = Not Synopsized Due to Emergency 3 = Not Synopsized for other Reason

Enter appropriate code.

---

27. FOREIGN TRADE DATA

Applicable to all contracts, whether or not exempted from the Buy American Act.

27a. NUMBER OF BIDDERS OFFERING FOREIGN END ITEM WORTH 51 PERCENT OR MORE OF THE CONTRACT VALUE

102	A. Number of Bidders Offering Foreign Item -- If none, enter Code Ø; if 9 or more, enter Code 9. This entry is required whether or not the Buy American Act is involved.

27b. BUY AMERICAN ACT PERCENT DIFFERENCE

103 104	B. Buy American Act Percent Difference -- If the evaluation factor under the Buy American Act was used and results in an award to a concern offering a domestic product, enter the percent difference between the award price and the lowest priced foreign product, computed before application of the Buy American Act differential; i.e., the arithmetic difference between the price of the lowest domestic product's price and the lowest foreign product's price divided by the price of the lowest priced foreign product. Enter percentage as a whole number. If the Buy American evaluation factor was not used, enter Code ØØ.

27c. COUNTRY OF MANUFACTURER

105	106

C. Country of Manufacturer -- Do not complete this Item. The entry on Item 10 will suffice to collect this data.

CONTRACTING OFFICER OR REPRESENTATIVE (TYPED NAME & SIGNATURE)	TELEPHONE NO.	DATE SUBMITTED

Signature, telephone number, and date line. Self explanatory.

EXHIBITS - PART 1

EXHIBIT 1 - Contract or Open Market Purchase Order - Pre-CICA

EXHIBIT 2 - Contract or Open Market Purchase Order - Post-CICA

EXHIBIT 3 - Delivery Order Against a Treasury Contract (including the Office of the Secretary or any other bureau contract)

EXHIBIT 4 - Delivery Order Against Another Agency's Contract (including GSA, DLA, etc.)

COLOR LEGEND

ENTER DATA

DO NOT ENTER DATA, COMPUTER WILL AUTOMATICALLY INPUT

LEAVE BLANK

CICA APPLICABILITY

FPDS—INDIVIDUAL CONTRACT ACTION REPORT (OVER $10,000)

CONTROL NO. 0206-GSA-QU

1 REPORTING AGENCY (*FPDS Organization Designation Code Manual*) — 1 2 3 4

2 CONTRACT NUMBER (*Left justified*) — 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

3 MODIFICATION NUMBER — 20 21 22 23

1a NAME OF REPORTING AGENCY

CONTRACTING OFFICE ORDER NUMBER — 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

5 PURCHASING OR CONTRACTING OFFICE (*FPDS Purchase Office Code Manual*)

Code — 39 40 41 42 43

5a NAME

6 DATE OF THIS ACTION — CY 44 45 / Mo 46 47

7 TYPE OF DATA ENTRY — 48
0 = ORIGINAL
1 = REVERSING
2 = CORRECTING

Items Being Changed

Exhibit 1—

Contract

Pre-CICA

8 REPORT PERIOD — FY 49 50 / Qtr 51

9 D-U-N-S CONTRACTOR ESTABLISHMENT CODE — 52 53 54 55 56 57 58 59 60

9a ESTABLISHMENT AND COMPLETE ADDRESS
Contractor Name
Division Name
Street Address
City & State or Country

10 PRINCIPAL PLACE OF PERFORMANCE (STATE OR U.S. OUTLYING AREA OR COUNTRY—*FIPS 5 or NBS 11-0, 2nd*) (CITY OR PLACE IN 50 STATES ONLY—*FIPS 55*)

State — 61 62 / City — 63 64 65 66 67

10a. NAME OF PRINCIPAL PLACE OF PERFORMANCE

11 TOTAL DOLLARS OBLIGATED OR DEOBLIGATED
Round to nearest whole dollar, right justified for report to HIRSTRS
Round to thousands for report to FPDS
(use lead zeros) — 68 69 70 71 72 73 74 75

11a TYPE OF OBLIGATION — 76
1 = OBLIGATED
2 = DEOBLIGATED
* = INITIAL LOAD OF BOA TYPE CONTRACT (NO DOLLARS)

12 SUBJECT TO STATUTORY REQUIREMENTS
A Walsh-Healey Act Manufacturer
B Walsh-Healey Act Regular Dealer
C Service Contract Act
D Davis-Bacon Act
E Not subject to Walsh-Healey Service Contract or Davis-Bacon Act

13 CICA APPLICABILITY — 77
1 Pre-CICA
2 Post-CICA

13a NUMBER OF OFFERS RECEIVED — 78
1 One
2 More than one

14 KIND OF CONTRACT ACTION — 79
1 Initial Letter Contract
2 Definitive Contract Superseding Letter Contract
3 New Definitive Contract
4 Order Under Reporting Agency's Contract
5 Modification
6 GSA Schedule
7 Order under another Agency's Contract
8 Termination for Default
9 Termination for Convenience

15 MULTIYEAR CONTRACT — 80
1 = Yes
2 = No

16 LABOR SURPLUS AREA (LSA) PREFERENCE — 81
2 Partial Labor Surplus Area Set-Aside Preference (DoD only)
3 Labor Surplus Area—Tie Bid Preference
5 Not a Labor Surplus Area Preference Award
6 Combined Small Business/Partial Labor Surplus Area Set-Aside Preference (DoD only)
7 Total Labor Surplus Area/Small Business Set-Aside Preference (P.L. 96-302)
8 Total Labor Surplus Area Set-Aside Preference (P.L. 96-302)

17 CONSULTANT TYPE AWARD — 82
1 = Yes
2 = No

18 PRINCIPAL PRODUCT OR SERVICE (*FPDS Product/Service Code Manual*)

Code — 83 84 85 86

18a. DESCRIPTION

19 METHOD OF CONTRACTING — 87
1 Two-step Formal Advertising
2 Order Formal Advertising
3 Negotiated Competitive
4 Negotiated Non-competitive
5 Directed Contracts for Foreign Governments
6 Tariff or Regulated Acquisition

20 EXTENT OF COMPETITION IN NEGOTIATION — 88 89

COMPETITIVE
A1 Small Business Total Set-Aside
A2 Small Business Partial Set-Aside
A3 Labor Surplus Area Set-Aside
A4 Labor Surplus Area/Small Business Set-Aside
A9 Other Negotiated Competitive

NON-COMPETITIVE
B1 Buy Indian
B2 8(a) Program
B3 Follow-on After Competition
B9 Other Negotiated Non-Competitive

21 NEGOTIATION EXCEPTION AUTHORITY — 90 / 91 92
A = 10 USC 2304 (a) (*applies to DoD, USCG & NASA only*)
C = 41 USC 262 (c) (*applies to Civilian Agencies*)
01 07 13
02 08 14
09 15
04 10 16
05 11 17
06 12

22 TYPE OF CONTRACT OR MODIFICATION — 93
A Fixed Price Redetermination
J Firm Fixed Price
K Fixed Price Economic Price Adjustment
L Fixed Price Incentive
R Cost Plus Award Fee
S Cost No Fee
T Cost Sharing
U Cost Plus Fixed Fee
V Cost Plus Incentive Fee
Y Time and Materials
Z Labor Hour

23 TYPE OF BUSINESS — 94 95
A1 Small Business-Disadvantaged 8(a)
A2 Small Business-Owned by Minority Group
A3 Other Small Business or Individuals
B1 Large Minority Business
B2 Other Large Business
C1 Non-Profit-Private Educational Orgnization
C2 Non-Profit-Hospital
C3 Non-Profit-Research Institution, Foundation, Laboratory
C4 Other Non-Profit Institutions
D1 State/Local Government-Educational
D2 State/Local Government-Hospital
D3 State/Local Government-Research Organization
D4 Other State/Local
E1 Acquired and Used Outside U.S./Outlying Areas
E2 Acquired Outside U.S./Outlying Areas and Used Inside U.S./Outlying Areas

24 WOMAN OWNED BUSINESS — 96
0 = Exempt
1 = Yes
2 = No
3 = Not Certified

25 COMPETITIVE SOLICITATION PROCEDURES — 97
A Normal full & open competition
B Architect-Engineer
C Basic research proposal
D Multiple award schedule
E Alternate source—Reduced cost
F Alternate source—Mobilization
G Alternate source—Eng/R&D capability
H Small business set-aside
J Labor surplus area set-aside
K LSA/small business set-aside
L Other than full & open competition

Not Applicable
M Small purchase
N 8(a)
P Other authorized by statute

25a AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION — 98
A Unique source
B Follow-on contract
C Unsolicited research proposal
D Patent/Data rights
E Utilities
F Standardization
G Only one source—other
H Urgency
J Mobilization
K Essential R&D Capability
L International agreement
M Authorized by statute
N Authorized resale
P National security
Q Public interest

25b METHOD OF SOLICITATION — 99
1 Sealed bid
2 Competitive proposal
3 Combination/compet
4 Other competitive
5 Noncompetitive

25c *For Agency Use* — 100

26 SYNOPSIS OF PROCUREMENT PRIOR TO AWARD — 101
1 Synopsized prior to award
2 Not synopsized due to emergency
3 Not synopsized for other reason

27 FOREIGN TRADE DATA
A No. of Bidders Offering Foreign Item — 102
B Buy American Act Percent Difference — 103 104
C Country of Manufacturer — 105 106

CONTRACTING OFFICER OR REPRESENTATIVE (*Typed name and Signature*)

TELEPHONE NO

DATE SUBMITTED

FPDS—INDIVIDUAL CONTRACT ACTION REPORT (OVER $10,000)

INTERAGENCY REPORT CONTROL NO. 0206-GSA-QU

1 REPORTING AGENCY (*FPDS Organization Designation Code Manual*) 1 2 3 4

2 CONTRACT NUMBER (*Left justified*) 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

3 MODIFICATION NUMBER 20 21 22 23

1a NAME OF REPORTING AGENCY

CONTRACTING OFFICE ORDER NUMBER 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

5 PURCHASING OR CONTRACTING OFFICE (*FPDS Purchase Office Code Manual*) Code 39 40 41 42 43

5a NAME

6 DATE OF THIS ACTION CY 44 45 Mo. 46 47

7 TYPE OF DATA ENTRY 48
- Ø ORIGINAL
- 1 REVERSING
- 2 CORRECTING

Items Being Changed

Exhibit 2—

8 REPORT PERIOD FY 49 50 Qtr 51

9 D-U-N-S CONTRACTOR ESTABLISHMENT CODE 52 53 54 55 56 57 58 59 60

9a ESTABLISHMENT AND COMPLETE ADDRESS

Contractor Name
Division Name
Street Address
City & State or Country

Contract

Post CICA

10 PRINCIPAL PLACE OF PERFORMANCE (STATE OR U.S. OUTLYING AREA OR COUNTRY—*FIPS 5 or NBS IR 80-2*) (CITY OR PLACE IN 50 STATES ONLY—*FIPS 9*)

State 61 62 City 63 64 65 66 67

10a. NAME OF PRINCIPAL PLACE OF PERFORMANCE

11 TOTAL DOLLARS OBLIGATED OR DEOBLIGATED
Round to nearest whole dollar (right justified for report to HIGFIS)
Round to thousands for report to FPDS
(use lead zeros) 68 69 70 71 72 73 74 75

11a TYPE OF OBLIGATION 76
- 1 OBLIGATED
- 2 DEOBLIGATED
- INITIAL LOAD OF BOA TYPE CONTRACT (NO DOLLARS)

12 SUBJECT TO STATUTORY REQUIREMENTS
- A Walsh-Healey Act Manufacturer
- B Walsh-Healey Act Regular Dealer
- C Service Contract Act
- D Davis-Bacon Act
- E Not Subject to Walsh-Healey Service Contract or Davis-Bacon Act

13 CICA APPLICABILITY 77
- 1 Pre-CICA
- 2 Post-CICA

13a NUMBER OF OFFERS RECEIVED 78
- 1 One
- 2 More than one

14 KIND OF CONTRACT ACTION 79
- 1 Initial Letter Contract
- 2 Definitive Contract Superseding Letter Contract
- 3 New Definitive Contract
- 4 Order Under Reporting Agency's Contract
- 5 Modification
- 6 GSA Schedule
- 7 Order under another Agency's Contract
- 8 Termination for Default
- 9 Termination for Convenience

15 MULTI-YEAR CONTRACT 80
- 1 Yes
- 2 No

16 LABOR SURPLUS AREA (LSA) PREFERENCE 81
- 2 Partial Labor Surplus Area Set-Aside Preference (DoD only)
- 3 Labor Surplus Area—Tie Bid Preference
- 5 Not a Labor Surplus Area Preference Award
- 6 Combined Small Business/Partial Labor Surplus Area Set-Aside Preference (DoD only)
- 7 Total Labor Surplus Area/Small Business Set-Aside Preference (P.L. 96-302)
- 8 Total Labor Surplus Area Set-Aside Preference (P.L. 96-302)

17 CONSULTANT TYPE AWARD 82
- 1 Yes
- 2 No

18 PRINCIPAL PRODUCT OR SERVICE (*FPDS Product/Service Code Manual*) Code 83 84 85 86

18a. DESCRIPTION

19 METHOD OF CONTRACTING 87
- 1 Two-step Formal Advertising
- 2 Order Formal Advertising
- 3 Negotiated Competitive
- 4 Negotiated Non-competitive
- 5 Directed Contracts for Foreign Governments
- 6 Tariff or Regulated Acquisition

20 EXTENT OF COMPETITION IN NEGOTIATION 88 89

COMPETITIVE
- A1 Small Business Total Set-Aside
- A2 Small Business Partial Set-Aside
- A3 Labor Surplus Area Set-Aside
- A4 Labor Surplus Area/Small Business Set-Aside
- A9 Other Negotiated Competitive

NON-COMPETITIVE
- B1 Buy Indian
- B2 8(a) Program
- B3 Follow-on After Competition
- B9 Other Negotiated Non-Competitive

21 NEGOTIATION EXCEPTION AUTHORITY 90
- A 10 USC 2304 (a) (*applies to DoD, USCG & NASA only*)
- C 41 USC 262 (c) (*applies to Civilian Agencies*)

91 92
- Ø1 Ø7 13
- Ø2 Ø8 14
- Ø3 Ø9 15
- Ø4 1Ø 16
- Ø5 11 17
- Ø6 12

22 TYPE OF CONTRACT OR MODIFICATION 93
- A Fixed Price Redetermination
- J Firm Fixed Price
- K Fixed Price Economic Price Adjustment
- L Fixed Price Incentive
- R Cost Plus Award Fee
- S Cost-No Fee
- T Cost Sharing
- U Cost Plus Fixed Fee
- V Cost-Plus Incentive Fee
- Y Time and Materials
- Z Labor Hour

23 TYPE OF BUSINESS 94 95
- A1 Small Business-Disadvantaged 8(a)
- A2 Small Business-Owned by Minority Group
- A3 Other Small Business or Individuals
- B1 Large Minority Business
- B2 Other Large Business
- C1 Non-Profit-Private Educational Orginization
- C2 Non-Profit-Hospital
- C3 Non-Profit-Research Institution, Foundation, Laboratory
- C4 Other Non-Profit Institutions
- D1 State/Local Government-Educational
- D2 State/Local Government-Hospital
- D3 State/Local Government-Research Organization
- D4 Other State/Local
- E1 Acquired and Used Outside U.S./Outlying Areas
- E2 Acquired Outside U.S./Outlying Areas and Used Inside U.S./Outlying Areas

24 WOMAN OWNED BUSINESS 96
- Ø Exempt
- 1 Yes
- 2 No
- 3 Not Certified

25 COMPETITIVE SOLICITATION PROCEDURES 97
- A Normal full & open competition
- B Architect-Engineer
- C Basic research proposal
- D Multiple award schedule
- E Alternate source—Reduced cost
- F Alternate source—Mobilization
- G Alternate source—Eng/R&D capability
- H Small business set-aside
- J Labor surplus area set-aside
- K LSA/small business set-aside
- L Other than full & open competition

Not Applicable
- M Small purchase
- N 8(a)
- P Other authorized by statute

25a AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION 98
- A Unique source
- B Follow-on contract
- C Unsolicited research proposal
- D Patent/Data rights
- E Utilities
- F Standardization
- G Only one source—other
- H Urgency
- J Mobilization
- K Essential R&D Capability
- L International agreement
- M Authorized by statute
- N Authorized resale
- P National security
- Q Public interest

25b METHOD OF SOLICITATION 99
- 1 Sealed bid
- 2 Competitive proposal
- 3 Combination/competitive
- 4 Other competitive
- 5 Noncompetitive

25c *For Agency Use* 100

26 SYNOPSIS OF PROCUREMENT PRIOR TO AWARD 101
- 1 Synopsized prior to award
- 2 Not synopsized due to emergency
- 3 Not synopsized for other reason

27 FOREIGN TRADE DATA

A No. of Bidders Offering Foreign Item 102

B Buy American Act Percent Difference 103 104

C Country of Manufacturer 105 106

CONTRACTING OFFICER OR REPRESENTATIVE (*Typed name and Signature*)

TELEPHONE NO.

DATE SUBMITTED

FPDS—INDIVIDUAL CONTRACT ACTION REPORT (OVER $10,000)

INTERAGENCY REPORT CONTROL NO. 0206-GSA-QU

1 REPORTING AGENCY (*FPDS Organization Designation Code Manual*) 1 2 3 4

2 CONTRACT NUMBER (*Left justified*) 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

3 MODIFICATION NUMBER 20 21 22 23

1a NAME OF REPORTING AGENCY

CONTRACTING OFFICE ORDER NUMBER 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38

5 PURCHASING OR CONTRACTING OFFICE (*FPDS Purchase Office Code Manual*)

Code 39 40 41 42 43

5a NAME

6 DATE OF THIS ACTION

CY 44 45 Mo. 46 47

7 TYPE OF DATA ENTRY 48

Ø = ORIGINAL
1 = REVERSING
2 = CORRECTING

Items Being Changed

8 REPORT PERIOD

FY 49 50 Qtr 51

9 D-U-N-S CONTRACTOR ESTABLISHMENT CODE 52 53 54 55 56 57 58 59 60

9a ESTABLISHMENT AND COMPLETE ADDRESS

Contractor Name:
Division Name:
Street Address:
City & State or Country:

10 PRINCIPAL PLACE OF PERFORMANCE (STATE OR U.S. OUTLYING AREA OR COUNTRY—*FIPS 5 or NBS I.C 1067*) (CITY OR PLACE IN 50 STATES ONLY—*FIPS 55*)

State 61 62 City 63 64 65 66 67

10a. NAME OF PRINCIPAL PLACE OF PERFORMANCE

11 TOTAL DOLLARS OBLIGATED OR DEOBLIGATED
Round to nearest whole dollar, right justified for report to HDQTRS
Round to thousands for report to FPDS:
(use lead zeros) 68 69 70 71 72 73 74 75

11a TYPE OF OBLIGATION

1 = OBLIGATED
2 = DEOBLIGATED
* = INITIAL LOAD OF BOA TYPE CONTRACT (NO DOLLARS)

12 SUBJECT TO STATUTORY REQUIREMENTS 76

A Walsh-Healey Act, Manufacturer
B Walsh-Healey Act, Regular Dealer
C Service Contract Act
D Davis-Bacon Act
E Not subject to Walsh-Healey, Service Contract, or Davis-Bacon Act

13 CICA APPLICABILITY 77

1 Pre-CICA
2 Post-CICA

13a NUMBER OF OFFERS RECEIVED 78

1 One
2 More than one

14 KIND OF CONTRACT ACTION 79

1 Initial Letter Contract
2 Definitive Contract
Superseding Letter Contract
3 New Definitive Contract
4 Order Under Reporting Agency's Contract
5 Modification
6 GSA Schedule
7 Order under another Agency's Contract
8 Termination for Default
9 Termination for Convenience

15 MULTI-YEAR CONTRACT 80

1 = Yes
2 = No

16 LABOR SURPLUS AREA (LSA) PREFERENCE 81

2 Partial Labor Surplus Area Set-Aside Preference (DoD only)
3 Labor Surplus Area—Tie Bid Preference
5 Not a Labor Surplus Area Preference Award
6 Combined Small Business/Partial Labor Surplus Area Set-Aside Preference (DoD only)
7 Total Labor Surplus Area/Small Business Set-Aside Preference (P.L. 96-302)
8 Total Labor Surplus Area Set-Aside Preference (P.L. 96-302)

17 CONSULTANT TYPE AWARD 82

1 = Yes
2 = No

18 PRINCIPAL PRODUCT OR SERVICE (*FPDS Product/Service Code Manual*)

Code 83 84 85 86

18a. DESCRIPTION

19 METHOD OF CONTRACTING 87

1 Two-step Formal Advertising
2 Order Formal Advertising
3 Negotiated Competitive
4 Negotiated Non-competitive
5 Directed Contracts for Foreign Governments
6 Tariff or Regulated Acquisition

20 EXTENT OF COMPETITION IN NEGOTIATION 88 89

COMPETITIVE
A1 Small Business Total Set-Aside
A2 Small Business Partial Set-Aside
A3 Labor Surplus Area Set-Aside
A4 Labor Surplus Area/Small Business Set-Aside
A9 Other Negotiated Competitive

NON-COMPETITIVE
B1 Buy Indian
B2 8(a) Program
B3 Follow-on After Competition
B9 Other Negotiated Non-Competitive

21 NEGOTIATION EXCEPTION AUTHORITY 90

A = 10 USC 2304 (a) (*applies to DoD, USCG & NASA only*)
C = 41 USC 262 (c) (*applies to Civilian Agencies*)

91 92

Ø1 Ø7 13
Ø2 Ø8 14
Ø9 15
Ø4 1Ø 16
Ø5 11 17
Ø6 12

22 TYPE OF CONTRACT OR MODIFICATION 93

A Fixed Price Redetermination
J Firm Fixed Price
K Fixed Price Economic Price Adjustment
L Fixed Price Incentive
R Cost Plus Award Fee
S Cost No Fee
T Cost Sharing
U Cost Plus Fixed Fee
V Cost Plus Incentive Fee
Y Time and Materials
Z Labor Hour

23 TYPE OF BUSINESS 94 95

A1 Small Business-Disadvantaged 8(a)
A2 Small Business-Owned by Minority Group
A3 Other Small Business or Individuals
B1 Large Minority Business
B2 Other Large Business
C1 Non-Profit-Private Educational Orginization
C2 Non-Profit-Hospital
C3 Non-Profit-Research Institution, Foundation, Laboratory
C4 Other Non-Profit Institutions
D1 State/Local Government-Educational
D2 State/Local Government-Hospital
D3 State/Local Government-Research Organization
D4 Other State/Local
E1 Acquired and Used Outside U.S./Outlying Areas
E2 Acquired Outside U.S./Outlying Areas and Used Inside U.S./Outlying Areas

24 WOMAN OWNED BUSINESS 96

Ø = Exempt
1 = Yes
2 = No
3 = Not Certified

25 COMPETITIVE SOLICITATION PROCEDURES 97

A Normal full & open competition
B Architect-Engineer
C Basic research proposal
D Multiple award schedule
E Alternate source—Reduced cost
F Alternate source—Mobilization
G Alternate source—Eng/R&D capability
H Small business set-aside
J Labor surplus area set-aside
K LSA/small business set-aside
L Other than full & open competition

Not Applicable
M Small purchase
N 8(a)
P Other authorized by statute

25a AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION 98

A Unique source
B Follow-on contract
C Unsolicited research proposal
D Patent/Data rights
E Utilities
F Standardization
G Only one source—other
H Urgency
J Mobilization
K Essential R&D Capability
L International agreement
M Authorized by statute
N Authorized resale
P National security
Q Public interest

25b METHOD OF SOLICITATION 99

1 Sealed bid
2 Competitive proposal
3 Combination/compet
4 Other competitive
5 Noncompetitive

25c *For Agency Use* 100

26 SYNOPSIS OF PROCUREMENT PRIOR TO AWARD 101

1 Synopsized prior to award
2 Not synopsized due to emergency
3 Not synopsized for other reason

27 FOREIGN TRADE DATA

A No. of Bidders Offering Foreign Item 102

B Buy American Act Percent Difference 103 104

C Country of Manufacturer 105 106

CONTRACTING OFFICER OR REPRESENTATIVE (*Typed name and Signature*)

TELEPHONE NO

DATE SUBMITTED

Exhibit 3—

Delivery order against a Treasury contract (including Office of the Secretary or any bureau contact)

FPDS—INDIVIDUAL CONTRACT ACTION REPORT (OVER $10,000)

INTERAGENCY REPORT CONTROL NO. 0206-GSA-QU

1 REPORTING AGENCY (*FPDS Organization Designation Code Manual*) | 2 CONTRACT NUMBER (*Left justified*) | 3 MODIFICATION NUMBER | 1a NAME OF REPORTING AGENCY

CONTRACTING OFFICE ORDER NUMBER | 5 PURCHASING OR CONTRACTING OFFICE (*FPDS Purchase Office Code Manual*) | 5a NAME

6 DATE OF THIS ACTION (CY, Mo.) | 7 TYPE OF DATA ENTRY (Ø ORIGINAL, 1 REVERSING, 2 CORRECTING) | Items Being Changed

8 REPORT PERIOD (FY, Qtr) | 9 D-U-N-S CONTRACTOR ESTABLISHMENT CODE | 9a ESTABLISHMENT AND COMPLETE ADDRESS (Contractor Name; Division Name; Street Address; City & State or Country)

10 PRINCIPAL PLACE OF PERFORMANCE (STATE OR U.S. OUTLYING AREA OR COUNTRY—*FIPS 5 or NBS I.C. 2067*) (CITY OR PLACE IN 50 STATES ONLY—*FIPS 55*)

State | City | 10a. NAME OF PRINCIPAL PLACE OF PERFORMANCE

11 TOTAL DOLLARS OBLIGATED OR DEOBLIGATED (*Round to nearest whole dollar, right justified for report to HIGHTHS; Round to thousands for report to FPDS*) (*use lead zeros*)

11a TYPE OF OBLIGATION (1 OBLIGATED, 2 DEOBLIGATED, * INITIAL LOAD OF BOA TYPE CONTRACT (NO DOLLARS))

12 SUBJECT TO STATUTORY REQUIREMENTS (A Walsh-Healey Act, Manufacturer; B Walsh-Healey Act, Regular Dealer; C Service Contract Act; D Davis-Bacon Act; E Not subject to Walsh-Healey, Service Contract, or Davis-Bacon Act)

13 CICA APPLICABILITY (1 Pre-CICA, 2 Post-CICA)

13a NUMBER OF OFFERS RECEIVED (1 One, 2 More than one)

14 KIND OF CONTRACT ACTION (1 Initial Letter Contract, 2 Definitive Contract Superseding Letter Contract, 3 New Definitive Contract, 4 Order Under Reporting Agency's Contract, 5 Modification, 6 GSA Schedule, 7 Order under another Agency's Contract, 8 Termination for Default, 9 Termination for Convenience)

15 MULTI-YEAR CONTRACT (1 Yes, 2 No)

16 LABOR SURPLUS AREA (LSA) PREFERENCE (2 Partial Labor Surplus Area Set-Aside Preference (DoD only); 3 Labor Surplus Area—Tie Bid Preference; 5 Not a Labor Surplus Area Preference Award; 6 Combined Small Business/Partial Labor Surplus Area Set-Aside Preference (DoD only); 7 Total Labor Surplus Area/Small Business Set-Aside Preference (P.L. 96-302); 8 Total Labor Surplus Area Set-Aside Preference (P.L. 96-302))

17 CONSULTANT TYPE AWARD (1 Yes, 2 No)

18 PRINCIPAL PRODUCT OR SERVICE (*FPDS Product/Service Code Manual*) | Code | 18a. DESCRIPTION

19 METHOD OF CONTRACTING (1 Two-step Formal Advertising; 2 Order Formal Advertising; 3 Negotiated Competitive; 4 Negotiated Non-competitive; 5 Directed Contracts for Foreign Governments; 6 Tariff or Regulated Acquisition)

20 EXTENT OF COMPETITION IN NEGOTIATION

COMPETITIVE
A1 Small Business Total Set-Aside
A2 Small Business Partial Set-Aside
A3 Labor Surplus Area Set-Aside
A4 Labor Surplus Area/Small Business Set-Aside
A9 Other Negotiated Competitive

NON-COMPETITIVE
B1 Buy Indian
B2 8(a) Program
B3 Follow-on After Competition
B9 Other Negotiated Non-Competitive

21 NEGOTIATION EXCEPTION AUTHORITY (A 10 USC 2304 (a) *applies to DoD, USCG & NASA only*; C 41 USC 252 (c) *applies to Civilian Agencies*) (Ø1 Ø7 13; Ø2 Ø8 14; Ø9 15; Ø4 10 16; Ø5 11 17; Ø6 12)

22 TYPE OF CONTRACT OR MODIFICATION (A Fixed Price Redetermination; J Firm Fixed Price; K Fixed Price Economic Price Adjustment; L Fixed Price Incentive; R Cost Plus Award Fee; S Cost No Fee; T Cost Sharing; U Cost Plus Fixed Fee; V Cost Plus Incentive Fee; Y Time and Materials; Z Labor Hour)

23 TYPE OF BUSINESS

A1 Small Business-Disadvantaged 8(a)
A2 Small Business-Owned by Minority Group
A3 Other Small Business or Individuals
B1 Large Minority Business
B2 Other Large Business
C1 Non-Profit-Private Educational Orgnization
C2 Non-Profit-Hospital
C3 Non-Profit-Research Institution, Foundation, Laboratory
C4 Other Non-Profit Institutions
D1 State/Local Government-Educational
D2 State/Local Government-Hospital
D3 State/Local Government-Research Organization
D4 Other State/Local
E1 Acquired and Used Outside U.S./Outlying Areas
E2 Acquired Outside U.S./Outlying Areas and Used Inside U.S./Outlying Areas

24 WOMAN OWNED BUSINESS (Ø Exempt, 1 Yes, 2 No, 3 Not Certified)

25 COMPETITIVE SOLICITATION PROCEDURES

A Normal full & open competition
B Architect-Engineer
C Basic research proposal
D Multiple award schedule
E Alternate source—Reduced cost
F Alternate source—Mobilization
G Alternate source—Eng/R&D capability
H Small business set-aside
J Labor surplus area set-aside
K LSA/small business set-aside
L Other than full & open competition

Not Applicable
M Small purchase
N 8(a)
P Other authorized by statute

25a AUTHORITY FOR OTHER THAN FULL & OPEN COMPETITION

A Unique source
B Follow-on contract
C Unsolicited research proposal
D Patent/Data rights
E Utilities
F Standardization
G Only one source—other
H Urgency
J Mobilization
K Essential R&D Capability
L International agreement
M Authorized by statute
N Authorized resale
P National security
Q Public interest

25b METHOD OF SOLICITATION (1 Sealed bid; 2 Competitive proposal; 3 Combination/compet; 4 Other competitive; 5 Noncompetitive)

25c *For Agency Use*

26 SYNOPSIS OF PROCUREMENT PRIOR TO AWARD (1 Synopsized prior to award; 2 Not synopsized due to emergency; 3 Not synopsized for other reason)

27 FOREIGN TRADE DATA (A No. of Bidders Offering Foreign Item; B Buy American Act Percent Difference; C Country of Manufacturer)

CONTRACTING OFFICER OR REPRESENTATIVE (*Typed name and Signature*) | TELEPHONE NO. | DATE SUBMITTED

Exhibit 4—
Delivery order against another agency's contract (including GSA, DLA, etc.)

PART 2

FEDERAL PROCUREMENT DATA SYSTEM

STANDARD FORM 281
Summary of Contract Actions of $10,000 or Less

Part 2-1 - General

In accordance with the implementation of P.L. 98-191, the Federal Acquisition Regulation at Subpart 4.601 and the Treasury Acquisition/Procurement Regulation (TAPR), Treasury Directive 70-06, at Part 1004, contract actions of $10,000 or less are to be reported on a Standard Form 281, "Summary of Procurement Actions of $10,000 or Less."

Consolidated bureau reports on the SF 281 shall be submitted to the Office of Procurement (AMK) on a quarterly basis, no later than:

(1) February 1 (for the period October 1 through December 31);

(2) May 1 (for the period January 1 through March 31);

(3) August 1 (for the period April 1 through June 30); and,

(4) November 1 (for the period July 1 through September 30).

Data that was provided on a Standard Form 279 (See Part 1) should not be included in the data provided on the Standard Form 281. All other data, including imprest fund expenditures, if prepared and issued in the procurement office, should also be included.

Dollar amounts should be consolidated and rounded to the nearest thousand.

Part 2-2 - Instructions

Detailed instructions on the preparation of the SF 281 follows:

INSTRUCTIONS FOR COMPLETING
SUMMARY OF CONTRACT ACTIONS OF $10,000 OR LESS
STANDARD FORM 281

REPORT PERIOD	FY		Qtr.
1/1/85 - 3/31/85	8	5	2

Enter the period covered by the report, followed by the fiscal year and quarter.

REPORTING AGENCY (FPDS Organization Designation Code Manual)

Code				Name:
D	Y	R	S	Internal Revenue Service

Enter the appropriate code from Item 1. of the preceding instructions for completing the SF 279 (Part 1).

PURCHASING OR CONTRACTING OFFICE

Code					Name: IRS Omaha
R	S	3	4	5	

Enter the appropriate code from Item 5. of the instructions for completing the SF 279. Specify the bureau name.

NOTE: FOR ALL ENTRIES BELOW, ROUND THE DOLLAR AMOUNT TO THE NEAREST THOUSAND, E.G., $2,500 WILL BE ENTERED AS $3, AND $2,499 WILL BE ENTERED AS $2.

1. TOTAL (2+7+8): Enter on Line 1, Column b, the total number of actions added vertically from lines 2, 7 and 8. Enter on line 1, column c, the total net dollar amount added vertically from lines 2, 7 and 8.

---

2. Subtotal (3+4+5+6): Enter on line 2, column b, the total number of actions added vertically from lines 3, 4, 5, and 6. Enter on line 2, columns c, d, e, f, and g, the total net dollar amount added vertically from lines 3, 4, 5, and 6.

---

3. Formally Advertised (Including 2 Step)

4. Negotiated Competitive

5. Negotiated Non-Competitive

Enter on lines 3, 4, and 5 the total number of actions, total net dollar amount, and the net dollar amount by type of concern for each type of contract method. Entries in columns d, e, and f shall be only those contract actions placed within the United States and its possessions. Line 5 should include 8(a) contracts placed with SBA and any actions in which only one source was solicited. Line 4 should be used for all negotiated actions in which more than one source is solicited.

Note: In line 3, "Formally Advertised" means "Sealed Bidding."

---

6. Procurement Under Another Agency's Contracts

Enter the total of lines 6a and 6b.

6a. GSA Schedules

Enter the total number of actions and both total net dollar amount and the net dollar amount by type of concern for orders placed under GSA Federal Supply.

6b. Another Agency's Contracts

Enter the total number of actions and both total net dollar amount and the net dollar amount by type of concern for actions under other indefinite delivery type contracts. (Do not include those actions placed with SBA under Section 8(a) of the Small Business Act. Such actions shall be entered on line 5.) Include actions under Departmental contracts used by Treasury bureaus.

NOTE: The total net dollar amount in column c on lines 2,3, 4, 5, 6, 6a, and 6b should correspond with the total obtained by adding horizontally the net dollar totals on a given line in columns d, e, f, and g.

7. Directed Contracts for Foreign Governments

Enter the total number of actions and total net dollar amount for directed actions for foreign governments.

---

8. Tariff or Regulated Acquisitions

Enter on line 8 the total number of actions and total net dollar amount (columns b and c only) for tariff or regulated industry actions.

---

9. Small Business Total Set-Asides

10. Small Business Partial Set-Asides

11. Total Labor Surplus Area Set-Asides

12. Total Labor Surplus Area/Small Business Set-Asides

Enter on lines 9 through 12 the number of actions and total net dollar amount for each type of set-aside action listed. Include awards made on the basis of conventional negotiation or restricted advertising. Include in line 11 labor surplus area tie bid preference awards. Line 12 is not to be construed as the net total of lines 9, 10, and 11.

---

13. Acquisitions from Minority and Disadvantaged Business Enterprises (13(a)+13b)

Enter the totals of lines 13a. and 13b.

13a. Direct to Large or Small Minority Business Enterprises

Enter the total number of actions and total net dollar amount for awards to minority business enterprises.

13b. Small Business-Disadvantaged 8(a)

Enter the total number of actions and total net dollar amount for awards under Section 8(a) of the Small Business Act.

---

14. Woman-Owned Business

Enter the total number of actions and total net dollar amount for awards to woman-owned businesses.

NOTE: THE BOTTOM LINE IS TO CONTAIN THE TYPEWRITTEN NAME AND SIGNATURE OF THE SENIOR PROCUREMENT OFFICER OF THE REPORTING OFFICE.

EXHIBIT - PART 2

EXHIBIT 1 - FPDS - Summary of Contract Actions of $10,000 or Less - (Rev. 10-82)

NOTE: Threshold has been increased to $25,000 or less even though title of report reads $10,000 or less.

OMB No. 3090–0094

FPDS–SUMMARY OF CONTRACT ACTIONS OF $10,000 OR LESS

INTERAGENCY REPORT CONTROL NUMBER	REPORT PERIOD	
0208-GSA-QU	FY	Qtr.

REPORTING AGENCY *(FPDS Organization Designation Code Manual)*
Code | Name:

PURCHASING OR CONTRACTING OFFICE *(Do not use for reporting to FPDC)*
Code | Name:

PART I – TOTAL PRIME CONTRACT ACTIONS OF $10,000 OR LESS

METHODS OF CONTRACTING (a)	NUMBER OF ACTIONS (b)	NET DOLLAR AMOUNT *(Round to nearest thousand)* TOTAL (c)	SMALL BUSINESS CONCERNS (d)	LARGE BUSINESS CONCERNS (e)	EDUCATIONAL AND NON-PROFIT INSTITUTIONS (f)	OUTSIDE U.S./ OUTLYING AREAS (g)
1. **TOTAL** *(2 + 7 + 8)*						
2. Subtotal *(3 + 4 + 5 + 6)*						
3. Formally Advertised *(Including 2 Step)*						
4. Negotiated Competitive						
5. Negotiated Non-Competitive						
6. Procurement Under Another Agency's Contracts						
6a. GSA Schedules						
6b. Another Agency's Contracts						
7. Directed Contracts for Foreign Governments						
8. Tariff or Regulated Acquisitions						

PART II – STATISTICS ON SELECTED TYPES OF ACQUISITION *(Breakdown of contract actions reported in Part I)*

TYPE OF ACQUISITION (a)	NUMBER OF ACTIONS (b)	NET DOLLAR AMOUNT *(Round to nearest thousand)* (c)
9. Small Business Total Set-Asides		
10. Small Business Partial Set-Asides		
11. Total Labor Surplus Area Set-Asides		
12. Total Labor Surplus Area/Small Business Set-Asides		
13. Acquisitions from Minority and Disadvantaged Business Enterprises *(13(a) + 13(b))*		
13a. Direct to Large or Small Minority Business Enterprises		
13b. Small Business–Disadvantaged 8(a)		
14. Woman-Owned Business		

REMARKS

DATE SUBMITTED	CONTRACTING OFFICER OR REPRESENTATIVE *(Typed name and signature)*	TELEPHONE NUMBER

PART 3

MINORITY BUSINESS DEVELOPMENT PROGRAM
PERFORMANCE REPORT

MBDA 91

Part 3-1 - General

Executive Order 12432 (July 14, 1983) and Treasury Acquisition/Procurement Regulation (TAPR), Treasury Directive 70-06, at Part 1004, requires each Federal Agency provide procurement statistics to the Department of Commerce no later than 60 days following the end of each quarter.

Part 3-2 - Instructions

In order to comply with the requirements stated above, the Office of Procurement will prepare the Departmental report (Sections 1 and 2 of the MBDA 91 form) from the information that is now being provided on the Standard Form 279, Standard Form 281 and other information that is collected by the Office of Procurement.

Any information that is collected by the bureau that reflects on Sections 3, 4, or 5 of the MBDA 91 form, should be directed by the bureau to the Office of Procurement by no later than 45 days following the end of the quarter.

The Office of Procurement will request on a case-by-case basis any additional information that may be needed to prepare or to clarify gathered data, either in writing or telephonically.

EXHIBIT - PART 3

EXHIBIT 1 - Minority Business Development Program (E.O. 12432)
MBDA-91 Report Form

U.S. DEPARTMENT OF COMMERCE
Minority Business Development Agency
Interagency Report No. 1561-DOC-QU
Revised 10/84

Minority Business Development Program (E.O. 12432)
MBDA-91 Report

Agency: _____ FY _____

Prepared by: _____ Telephone Number: _____

Period Covered: From _____ To _____

Quarterly Report ☐

Annual Plan ☐

AGENCY MINORITY BUSINESS DEVELOPMENT PERFORMANCE REPORT

MINORITY BUSINESS DEVELOPMENT PROGRAM
MBDA-91 REPORT

I. INTRODUCTION

Executive Order 12432 (July 14, 1983) requires that each Federal Agency identified as having substantial procurement or grant making authority develop an Annual Minority Business Development Plan to increase Minority Business Participation and report on the progress towards accomplishing this plan. Agency plans should encourage prime contractors and grantee recipients to increase the use of minority firms as subcontractors. The Minority Business Development Agency (MBDA), U.S. Department of Commerce, in cooperation with the Small Business Administration (SBA), has revised the MBDA-91 for use by each agency in the implementation of the required plans and quarterly reports.

Individual agency reports will be reviewed and integrated into the Annual Federal Agency Performance Report and submitted to the President by the Secretary of Commerce through the Cabinet Council on Commerce and Trade.

II. GENERAL INSTRUCTIONS

The MBDA-91 Report is used both to prepare the Annual Plan due on December 1 and report accomplishments in Procurement Activity, Incentive Programs, Credit Assistance to include bank deposits, grant assistance and business management and technical assistance. Each agency is required to report cumulative information quarterly. Reports are due no later than 60 days following the end of each quarter. The fourth (4th) Quarter Report will represent the agency's final report. Send all reports to:

U.S. Department of Commerce
Minority Business Development Agency
Information Management Division, AR&I
Room 5709
14th and Constitution Avenue, N.W.
Washington, D.C. 20230

III. PROCUREMENT PROGRAM ACTIVITIES

The Procurement section should be used to report agency procurement activities **regardless of dollar value.** The annual plan will identify total procurement objectives for the fiscal year for each category.

A. **Total Agency Procurement** includes all agency appropriated procurement awards. This includes prime contracts, modifications, purchase orders, delivery orders against GSA or other Federal agencies, set-asides, 8(a) awards, and other contracts. Excluded are Fedstrip/ Milstrip, interagency purchasing, impress funds, and SF-44 purchases.

B. **Small Business Procurement** includes agency awards to all small businesses, as identified within total procurement.

C. **Minority Business Direct Procurement** awards include all prime awards and modifications to minority business firms, regardless of firm size or award amount, **excluding 8(a)** awards, as identified within total procurement.

D. **8(a) Procurement** awards include any contract or contract modification awarded under Section 8(a) of the Small Business Act.

E. **Total Agency Subcontracts** include all subcontract awards made by non-minority prime contractors as identified by the agency.

F. **Minority Business Subcontracts** include all subcontract awards identified in E above that were awarded to minority business enterprise.

G. **Minority Percentage** of Total Procurement includes items C, D, and F divided by item A.

IV. INCENTIVE PROGRAM ACTIVITY

Section 211 of Public Law 95-507, authorizes each Federal agency to provide appropriate incentives within negotiated Contracts in order to encourage subcontracting opportunities with Small Business firms and minority-owned businesses. Incentives can include pre-award evaluation points for proposals considered favorable by contracting agencies. It can also include costs plus an award fee or bonus. Likewise incentive programs can be developed to provide awards, certificates and citations to contractors or agency employees for excellent performance.

Agencies are encouraged to develop in-house incentives to assist minority business development, other than those required by Feder-

al regulations or law. Incentives included in grant and cooperative agreements must also be considered.

V. CREDIT ASSISTANCE

Credit Assistance involves financial assistance provided through loans or loan guarantees, bonding assistance, insurance or insured mortgage guarantee programs and disaster assistance.

Also requested is the average daily balance data for Federal deposits in banks and savings and loan institutions.

VI. GRANT AND COOPERATIVE AGREEMENT ASSISTANCE PROGRAMS

Definitions and guidelines for reporting grants and cooperative agreements are based on the index to the Catalog of Federal Domestic Assistance and the Cooperative Agreement Act (Public Law 95-224).

Assistance will include formula or discretionary grant awards, both project and direct payments, as well as other grant awards.

VII. BUSINESS MANAGEMENT AND TECHNICAL ASSISTANCE

Most Federal agencies offer some type of business management and technical assistance. This could include administrative assistance, financial management services, procurement contract services, construction related services, exporting assistance, counselling, training, and other referral services that assist business development. Some agencies offer actual structured programs while others provide assistance by Federal employees on an informal/walk-in operation. Management and Technical Assistance also includes expansion of the industrial base by outreach program activities.

VIII. FURTHER GUIDELINES AND PROGRAM DEFINITIONS

Reference is made throughout these forms to "minority business." The general definition for these terms are listed below. In some cases, agencies with specific statutory programs may have more definitive definitions. Executive Order 12432 and The Presidential statement of December 17, 1982, makes direct reference to minority business development.

"Minority business enterprise" means a business which is at least 51% owned by one or more minority individuals, or in the case of any publicly owned business, at least 51% of the voting stock is owned by one or more minority individuals. The daily business operations are likewise managed by the minority owner.

"Minority individuals" are those U.S. citizens who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of this group without regard to their individual qualities. Such groups include, but are not limited to:

1. Black Americans - persons having origins in any of the black racial groups of Africa.
2. Hispanic Americans - all persons of Mexican,Puerto Rican, Cuban, South or Central American, Caribbean and other Spanish or Portuguese culture or origin.
3. Native Americans - persons having origins in any of the original peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts and Native Hawaiians.
4. Asian-Pacific Americans - persons having origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan and India.
5. Other groups whose members are U.S. citizens and are found to be disadvantaged by the Small Business Administration pursuant to Section 8(d) of the Small Business Act as amended (15 U.S.C. 637(d)), or the Secretary of Commerce.

Section 1. Procurement Program Activities FY _____

Agency:	Period Covered		Report of Actual ☐ Annual Plan ☐
	From	To	

(Dollars in Thousands)

A. Total Agency Procurement: _____

B. Small Business Procurement: _____

C. Minority Business Direct Procurement: _____

D. 8(a) Procurement: _____

E. Total Agency Subcontracts: _____

F. Minority Business Subcontracts: _____

G. Minority Percentage of Total Procurement: _____

$$\frac{C+D+F}{A}$$

Section 2. Incentive Program Activity FY _____

(Dollars in Thousands)

A. Number of Agency contracts under PL 95-507 with incentive provisions for minority business subcontracting plans: _____

B. Dollar Value of Agency contracts under PL 95-507 with incentive provisions for minority business subcontracting plans: _____

C. Number of Agency contracts below the threshold requirements of PL 95-507 that include incentive provisions for minority business subcontracting plans: _____

D. Dollar value of Agency contracts below the threshold requirements of PL 95-507 that include incentive provisions for minority business subcontracting plans: _____

E. If incentive provisions were included within a grant award program to encourage minority business subcontracting, identify the program name:

1. _____
2. _____
3. _____
4. _____
5. _____

Section 3. Credit Assistance FY ____

(Dollars in Thousands)

A. Total dollar value of Agency business loans and business loan guarantees: _____

B. Dollar value of Agency minority business loans and minority business loan guarantees: _____

C. Total dollar value of Agency surety bond guarantees: _____

D. Dollar value of Agency minority business surety bond guarantees: _____

E. Average daily balance of Agency deposits in banks and savings and loan institutions: _____

F. Average daily balance of Agency deposits in minority banks and minority savings and loan institutions: _____

Section 4. Grant and Cooperative Agreement Assistance Programs FY _____

	Total Awards (Dollars in Thousands)	Minority Business Awards (Dollars in Thousands)
A. Federal Agency Grants and Cooperative Agreement Awards To:	$	$
1. State and Local Governments		N/A
2. Non-Profit Organizations and Educational Institutions		
3. Business Firms		
4. Others (to include individuals)		
Totals		

	Total Awards (Dollars in Thousands)	Minority Business Awards (Dollars in Thousands)
B. Grant Contracts Awarded by:	$	$
1. State and Local Governments		
2. Non-Profit Organizations and Educational Institutions		
3. Business Firms		
4. Others (to include individuals)		
Totals		

SECTION 5. BUSINESS MANAGEMENT AND TECHNICAL ASSISTANCE FY_____

1. Total dollar value of agency business management and technical assistance programs: _____

2. Dollar value of agency business management and technical assistance programs indicated in Item 1, which directly benefit minority business development: _____

3. Identify the program name or staff function(s)/position(s) that offer business management and technical assistance. Also, indicate those programs that directly benefit minority business development:

   1. _____

   2. _____

   3. _____

   4. _____

   5. _____

PART 4

LETTER REPORT OF TOTAL PROCUREMENT OF SUPPLIES AND EQUIPMENT

Part 4-1 - General

In order to comply with the requirements of OFPP Policy Letter 80-8, a Letter Report of total procurement of supplies and equipment shall be completed and sent to the Federal Procurement Data Center on a quarterly basis.

The report is to provide the total dollars obligated by all contracts, regardless of their individual dollar amounts, for goods purchased with either appropriated or nonappropriated funds and regardless of the source or point of manufacture of the items.

Part 4-2 - Instructions

The Office of Procurement will prepare the Letter Report by using information provided to the Departmental Office of Planning, Budget and Program Analysis by bureau budget offices.

The Office of Procurement will request on a case-by-case basis any additional information that may be needed to prepare the Letter Report either in writing or telephonically.

The report is prepared in memorandum form containing the following data elements FOR EACH APPROPRIATION AND FOR EACH NONAPPROPRIATED FUND CATEGORY IN EACH BUREAU.

a. Amounts obligated by appropriation or nonappropriated fund for supplies and materials and for equipment, and their total.

b. Amounts received or receivable by reimbursements from other agencies, to each appropriation or nonappropriated fund, for supplies and materials and for equipment, and their total.

c. Grand total of the above two elements and their respective totals.

d. Summary total of all appropriations and nonappropriated funds available to the bureau.

Purchases made with nonappropriated funds of supplies and equipment for resale should NOT be reported. However, all purchases of supplies or equipment purchased with nonappropriated funds for the U.S. Government's use must be reported.

Letter Report of Total Procurement of Supplies and Equipment
Department of the Treasury
Bureau of _____
For the Period (Month, day, year) through (Month, day, year)

Appropriation 9949999
Salaries and Expenses:

Supplies and Materials OCC 26	$1,500,285
Equipment OCC 31	322,145
Total, Salaries and Expenses, 9949999	$1,822,430

Reimbursements to 9949999

Supplies and Materials OCC 26	$ 38,500
Equipment OCC 31	14,900
Total, Reimbursements	$ 53,400

Total, Bureau of _____Appropriation 9949999

Supplies and Materials OCC 26	$1,538,785
Equipment OCC 31	337,045
Grand Total, Bureau of _____ Appropriation 9949999	$1,875,830

Appropriation 9949998

Supplies and Materials OCC 26	$1,196,600
Equipment OCC 31	132,080
Total, Salaries and Expenses 9949998	$1,328,680

Reimbursement to 9949998

Supplies and Materials OCC 26	$ 25,050
Equipment OCC 31	12,000
Total, Reimbursements to 994998	$ 37,050

Total, Bureau of _____ Appropriation 994998

Supplies and Materials OCC 26	$1,221,650
Equipment OCC 31	144,080
Grand Total, Bureau of _____ Appropriation 994998	$1,365,730

Summary Total of all appropriations and nonappropriated funds expended by Bureau of _____for supplies and equipment.

Supplies and Materials OCC 26	$2,760,435
Equipment OCC 31	481,125
Summary Total	$3,241,560

PART 5

FEDERAL PROCUREMENT DATA SYSTEM

Individual Contract Report For Contracts Exceeding $175,000 For The Purchase Of Supplies And Equipment

Part 5-1 - General

In accordance with Public Law 96-39 (Trade Agreements Act of 1979) as prescribed by OFPP Policy Letter 80-8, and Treasury Acquisition/Procurement Regulation (TAPR), Treasury Directive 70-06, at Part 1004, an Individual Contract Report for Contracts Exceeding $175,000 for the Purchase of Supplies and Equipment (note: Form title used by the Federal Procurement Data Center -- Report is required at the $149,000 level) is required for each contract action made with appropriated or nonappropriated funds for supplies and equipment where the total dollars obligated is more than $149,000.

Part 5-2 - Instructions

A report shall be prepared at the time a bureau awards any contract exceeding $149,000 for the purchase of supplies or equipment, regardless of source or point of manufacture of the items purchased.

The report is to be typewritten or printed in reproducible black ink. Each report is to be signed by the contracting officer awarding the procurement document. A copy of this report shall be entered in the official contract file and sent to a central bureau headquarters contact point for accumulation and quarterly submission to the Office of Procurement.

THIS REPORT IS NOT REQUIRED IF A SF 279 "FPDS INDIVIDUAL CONTRACT ACTION REPORT (OVER $10,000)" HAS BEEN SUBMITTED WITH ITEM 27 DATA COMPLETED INDICATING SPECIFIC COUNTRY OF MANUFACTURE IN ACCORDANCE WITH THE INSTRUCTIONS IN PART 1 OF THIS HANDBOOK.

Detailed Line Item Instructions

Item 1. REPORTING AGENCY

Enter the appropriate four (4) position bureau identification code (See SF 279 listing of bureau identification codes).

Item 2. CONTRACT NUMBER

Enter the contract number as used by the contracting office, left justified with no special characters, dashes, or embedded blanks. When reporting contracts placed under Section 8(a) of the Small Business Act, use the contract number assigned by the Treasury contracting office purchasing the product.

Item 3. MODIFICATION NUMBER

Enter the number used by the contracting office when reporting applicable modifications to contracts.

Item 4. CONTRACTING OFFICE ORDER NUMBER

Enter the unique number used by the contracting office to identify orders, calls and serial orders placed against indefinite quantity contracts and basic ordering agreements.

Item 5. DATE OF ACTION

Enter the date a mutually binding agreement was reached, not the date the report is being made. Use digits to indicate the year and month (yy/mm).

Item 6A. TOTAL DOLLARS OBLIGATED OR DEOBLIGATED

Enter the net amount obligated or deobligated by the reported action. If reporting an unfunded contract, e.g., indefinite delivery type contract or basic ordering agreement, enter an asterisk in position 50.

Item 6B. TYPE OF OBLIGATION

Enter a 1 if action obligates dollars, enter a 2 if action deobligates dollars. Enter an asterisk if reporting an unfunded (no dollars) indefinite delivery type contract.

Item 7. PRINCIPAL PRODUCT

Enter the appropriate four (4) digit code for supplies or equipment from the FPDS Product and Service Codes Manual. If more than one of these classifications are applicable, enter the code that represents the product for which the largest dollar amount is being obligated.

Item 8. PREFERENCE ACTION

Enter the appropriate code that represents the preference action(s) taken in making the award.

- Code 1 - Small Business (SB) Set-aside. Enter if the solicitation was issued as a partial or a total set-aside for small business.

- Code 2 - Labor Surplus Area (LSA) Set-aside. Enter if the solicitation was issued as a labor surplus area set-aside (total, partial, or tie bid preference).

- Code 3 - Combined LSA/SB Set-aside. Enter when reporting an award that was totally set-aside for labor surplus areas in combination with small business concerns in such areas.

- Code 4 - Award to a Disadvantaged 8(a) firm through the SBA. Enter for an award to the Small Business Administration under P.L. 85-563, Section 8(a).

- Code 5 - Other Preference. Enter for an award that involved some other preference procedures (e.g., Buy Indian or acquisition from other required sources of supply, such as Federal Prison Industries, or the Blind and Other Severely Handicapped).

- Code 6 - No Preference. Enter for an award that did not involve a preference procedure.

Item 9. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD

Enter a 1 if the procurement was synopsized in the Commerce Business Daily prior to award. Enter a 2 if the procurement was not synopsized prior to award due to an unusual or compelling emergency in which the Government would be seriously injured by the delay in obtaining required product(s). Enter a 3 if the procurement was not synopsized prior to award for any other reason.

Item 10. COUNTRY OF ORIGIN OF FOREIGN COMPONENTS OF PRODUCTS MANUFACTURED IN THE UNITED STATES

If the product is manufactured in the United States and 50 percent or more of the cost of all its component is for foreign components, entr the 2 digit code of the country providing the greatest part of the foreign components from NBS-LC-1067. In all cases, leave blank.

Item 11. COUNTRY OF MANUFACTURE

If the product is manufactured in a foreign country, enter the code of the country manufacturing the product from NBS-LC-1067. If the product is manufactured in the United States, leave blank.

EXHIBIT - PART 5

EXHIBIT 1 - Report entitled - Individual Contract Report for Contracts Exceeding $175,000 for The Purchase of Supplies and Equipment.

INDIVIDUAL CONTRACT REPORT FOR CONTRACTS EXCEEDING $175,000 FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT - Interagency Reports Control Number 0261-GSA-QU- (Both Appropriated and Nonappropriated Funds)

DATA ELEMENT	CODING INSTRUCTIONS
1. Reporting Agency 1 2 3 4	Enter the appropriate code from the Federal Procurement Data System (FPDS) Organization Designation Code Manual.
2. Contract Number (Left Justified) 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	Enter the contract number, placing the first letter or digit in the box numbered "5". If the contract number does not fill all available boxes, leave the unnecessary boxes blank. Do NOT include any dashes or blank spaces which may ordinarily appear in the contract number. For example, a contract number N00023-80-C1234 should be entered as N0002380C1234, leaving boxes 18 and 19 blank.
3. Modification Number 20 21 22 23	Enter the number used by the contracting office when reporting modifications to contracts or agency orders.
4. Contracting Office Order Number 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38	Enter the unique number assigned to identify orders, calls, and serial orders placed against idefinite quantity contracts and basic ordering agreements.
5. Date of this Action CY 39 40 MONTH 41 42	Enter the effective date a mutually binding agreement was reached, NOT the date the report is being made. Use digits to indicate the year and month (e.g., 81 03 for March 1981).
6A Total Dollars Obligated or Deobligated (Round to thousands of dollars) 43 44 45 46 47 48 49 50	Enter the appropriate number, representing thousands ofdollars, so that the last digit is in the box numbered "50". DO NOT use any commas or other punctuation marks in the dollar amount entered. If any of the boxes on the left are unnecessary, enter zeros in them. For example, an award of $950,725 should be entered as 00000951.
6B. Type of Obligation 1 = Obligated 2 = Deobligated * = IDTC or BOA	Enter a "1" if the action obligated dollars; enter a "2" if the action deobligated dollars (e.g., termination); enter an asterisk "*" if reporting an award of an unfunded (no dollars) idefinite delivery type contract.
7. Principal Product 51 52 53 54	Enter the appropriate code from the FPDS Product and Service Codes Manual, Section 1, Part C, Supplies and Equipment. If the contract is for multiple items, enter the code that represents the largest dollar value.
8. Preference Action 55	Determine whether the procurement involved the use of any preference program(s), and enter the appropriate code from the following list: CODE PREFERENCE ACTION 1 Small Business (SB) set-aside 2 Labor Surplus Area (LSA) set-aside 3 Combined LSA/SB set-aside 4 Award to disadvantaged 8(a) firm through the Small Business Administration 5 Other preference 6 No preference
9. Synopsis of Procurement Prior to Award 56	Enter a "1" if the procurement was synopsized prior to award. Enter a "2" if the procurement was not synopsized prior to award due to an unusual or compelling emergency in which the Government would be seriously injured by the delay in obtaining required product(s). Enter a "3" if the procurement was not synopsized prior to award for any other reason.
10. Country of Origin of Foreign Components of Products Manufactured in the United States 57 58	If the product is manufactured in the U.S.A. and 50% or more of the cost of all its components is for foreign components, enter the code from NBS-LC-1067 of the country providing the greatest part of the foreign components. In all other cases, leave these boxes blank.
11. Country of Manufacturer 59 60	If the product is manufactured in a foreign country, enter the code from NBS-LC-1067 of the country manufacturing the product. If the product is manufactured in the U.S.A. leave these boxes blank.

Contracting Officer or Representative	Telephone Number	Date Submitted

NOTICE: ***CODING SOURCES AND INSTRUCTIONS ARE CONSISTENT WITH THOSE USED IN THE REPORTING MANUAL OF THE FEDERAL PROCUREMENT DATA SYSTEM. CURRENT EDITIONS OF THE MANUAL ARE AVAILABLE FROM: General Services Administration (ADTS), Federal Procurement Data Center, Washington, D.C. 20405***

PART 6

DAVIS-BACON AND RELATED ACTS
AND THE CONTRACT WORK HOURS STANDARDS ACT

Part 6-1 - General

In accordance with the provisions of 29 CFR 5.7(c), a Department of Labor "All Agency Memorandum," Number 80, dated April 9, 1969, and Treasury Acquisition/Procurement Regulation (TAPR), Treasury Directive 70-06 at Part 1004, a semi-annual report reflecting enforcement actions as a result of the Davis-Bacon and Related Acts, and the Contract Work Hours Standards Act is required.

Part 6-2 - Instructions

Reports are required on a semi-annual basis and shall be submitted to the Office of Procurement not later than April 15 (for the period October 1 through March 31) and October 15 (for the period April 1 through September 30) of each year.

Negative reports are required in writing.

The report should be in the format described in Exhibit 1 to this Part.

Detail Instructions -

1. Enter the beginning and ending dates of the period covered by the semi-annual report.

2. Enter the number of prime contracts which are subject to the Davis-Bacon Act or any of the related statutes listed in 29 CFR, Part 5, including nonconstruction contracts subject to the Contract Work House Standards Act, awarded by the agency and/or (where applicable) its operating and management contractors. Include federally assisted contracts subject to these Acts.

3. To the extent available, enter the total dollar amount of the contracts.

4. Enter the total number of contractors and subcontractors against whom complaints were received by your bureau.

5. Enter the total number of full scale investigations completed by your agency. A full scale investigation is a complete and detailed investigation into the administration of labor standards provisions of the contract; do not include routine payroll checks. However, a full scale investigation may be one limited to some portion of a contractor's/subcontractor's operations, such as a single paving crew.

6. Enter the number of contractors and subcontractors foundin violation as a result of the investigations reported in item 5 above.

7. Enter the total amount of wage restitution which your bureau found due employees of the contractors/subcontractors reported in item 6 above, showing under: (a) the amount found due because of violations of the Davis-Bacon and Related Acts; and under (b) the amount of wage restitution found due because of violations of the Contract Work Hours Standards Act.

8. Enter the number of employees to whom the wage restitution reported in item 7 above is due. This figure is the unduplicated count: that is, an employee due wage restitution as a result of an investigation shall be counted only once, regardless of the fact that he may be due wage restitution under the Davis-Bacon and Related Acts and also due wage restitution under the Contract Work Hours Standards Act.

9. Enter the total amount of liquidated damages assessed as a result of violations of the Contract Work Hours Standards Act, including any such amounts assessed by your bureau as a result of investigations made by the Department of Labor.

10. Remarks. Enter any explanation of comment considered necessary to a proper understanding of the report. A separate sheet may be attached if necessary.

EXHIBIT - PART 6

EXHIBIT 1 - Format for semi-annual report of enforcement activity (Davis-Bacon and Related Acts and Contract Work Hours Standards Act).

DAVIS BACON
AND RELATED ACTS
CONTRACT WORK HOURS STANDARDS ACT

BUREAU: _____

1. FOR THE PERIOD: _____ TO _____

2. Number of Prime Contracts Awarded _____

3. Total Dollar Amount of Prime Contracts Awarded _____

4. Number of Contractors/Subcontractors Against Whom Complaints Were Received _____

5. Number of Investigations Completed _____

6. Number of Contractors/Subcontractors Found in Violation _____

7. Amount of Wage Restitution Found Due:

   (a) Davis-Bacon and Related Acts _____

   (b) Contract Work Hours Standards Act _____

8. Number of Employees Due Wage Restitution Under the Davis-Bacon and Related Acts and/or Contract Work Hours Standards Act _____

9. Amount of Liquidated Damages Assessed Under the Contract Work Hours Standards Act _____

10. Remarks:

PART 7

ADVANCED MAJOR ACQUISITION PLAN

Part 7-1 - General

In accordance with P.L. 98-191, Executive Order 12352, and the Treasury Acquisition/Procurement Regulation (TAPR), at Part 1007, advance major acquisition plans for each open-market transaction valued at $1 million or more and individual transactions valued at $100,000 or more are required.

Part 7-2 - Instructions

Based on the President's Budget submission to Congress, each bureau shall analyze its nationwide procurement program as reflected in that budget and develop a listing of all procurement requirements valued at $1 million or more. (A lower threshold may be established by the head of the bureau).

The AMAP coordinator shall forward information copies to the Office of Procurement, through the bureau chief procurement officer, no later than May 31 of each year.

The AMAP coordinator shall ensure that procurement resource levels included in the plans are in agreement with dollar levels provided in the bureau's budget proposals to the Department for the forthcoming fiscal year.

Milestone charts, including target dates for completion of major actions with the procurement cycle, should be developed in coordination with the project manager's designated to the project plan(s).

The following is a list of milestones that should be addressed, as a minimum on each major acquisition:

(1) Individual Transaction Plan Approval
(2) Feasibility Study (includes A-76 review, if applicable)
(3) Bureau Approvals (if applicable)
(4) Departmental Approvals (if applicable)
(5) Specifications Prepared
(6) Delegation of Procurement Authority (if applicable)
(7) Requisition Submitted to Contracting Office
(8) Solicitation Issue Date
(9) Solicitation Response Date
(10) Evaluation of Offers Completed
(11) Departmental Review
(12) Award of Contract
(13) Delivery of Item/Completion of Service

Milestones shall be transmitted to the Office of Procurement by no later than August 15 of each year. Milestone charts should be updated during the first week of each month and a copy transmitted to the Office of Procurement.

The AMAP coordinator shall be available to discuss with the Departmental Office of Procurement any changes that are made to the original AMAP. These changes shall take the form of a revised AMAP, indicating the date of the revision and including a short statement describing the budget change, emergency, or change in program direction which precipitated the requested revision.

Procurements which do not materialize as planned may be earmarked as additions to subsequent fiscal year procurement plans, if they are included in the President's Budget submission for that year.

In addition to the guidance contained in FAR 7.105, the following considerations should be included in the AMAP:

(1) When preparing the AMAP, the AMAP coordinator must consider seasonal requirements and plan procurements in a manner which will provide some flexibility. In addition, consideration should be given to segregating requirements as to their order of program priority. As a general rule, the highest priority should be accorded, wherever possible, to those procurements required to support and continuation of existing programs at approved levels. Many of these requirements should be awarded during the first quarter of the fiscal year. Lower priorities should be considered for procurement requirements which expand existing programs or which are required to support new program inititatives for which resource requests may still be pending. These lower priority procurements may be planned for award during subsequent quarters.

(2) During preparation of the plan, it is important to group within a single action multiple identical or similar requirements so as to optimize program and procurement resources and to achieve savings as the result of quantity discounts.

(3) When preparing the milestone chart to accompany the advance major acquisition plan, sufficient time must be allowed for the buyer to complete the individual transaction plan prior to preparation of the solicitation.

(4) The Individual Transaction Plan (ITP) should be in narrative form, and should not only provide the background necessary to understand the procurement, but also for contracting for the commodity. The plan should reference any other documents where applicable.

(5) Both the Individual Transaction Plan and the Advance Major Acquisition Plan should become a permanent part of the case file.

(6) Both the ITP and the AMAP should address each element indicated in the FAR Part 7.

EXHIBIT - PART 7

EXHIBIT 7 - Suggested Format for Advance Major Acquisition Plan

SUGGESTED FORMAT FOR
ADVANCE MAJOR ACQUISITION PLAN

FISCAL YEAR_____ ___ ORIGINAL PLAN
FISCAL QTR _____ ___ UPDATED PLAN
PROGRAM NAME _____

BUREAU _____ DIVISION _____
LOCATION_____

ADP REQUIREMENTS: __ YES __ NO CONSULTING SVCS. __ YES __ NO

ADVANCE MAJOR PROCUREMENT PLANNING COORDINATOR _____

I. Requisition number.

II. Accounting and appropriation citation(s), and estimated costs (by fiscal year).

III. Description of requirement.

IV. Contracting officer's technical representative's name and phone number.

V. The A-76 "activity" name, description and date of last A-76 review (if applicable).

VI. Socio-economic potential. (Justification for procurement action not being set-aside for socio-economic program, including small business, woman-owned business or section 8(a) minority business.)

VII. Delivery date/performance period (Enter entire planned duration of the requirement, not merely the period for which funding is available.

VIII. Date requisition to be sent to procurement office.

IX. Projected contract award date.

X. Milestone projections (attached).